AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

BOB MAUL, Chairman
RUSTY BELL
DG REARDON
DEL SHELSTAD
COLLEEN FABER

MAY 4, 2021

09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA

A. Consent Agenda

VOUCHERS

B. Vouchers

PUBLIC COMMENT

C. 9:05 For the Good of the County*

REGULAR BUSINESS

D.	9:15 National Day of Prayer Proclamation	Pastor Marty Crump
E.	9:20 Area 59 Presentation	Janell Oberlander
F.	9:25 Tax Data Conversion Contract	Troy Clements
G.	9:30 Early Head Start COVID-19 Funds Application	Bob Tranas
H.	9:35 FY21 Congestion Mitigation Air Quality Program (CMAQ) Agreement	Kevin Geis
I.	9:40 District Support Grant, Central Campbell County I&S	Clark Melinkovich
J.	9:45 District Support Grant, Overbrook I&S	Clark Melinkovich
K.	9:50 District Support Grant, Rocky Point I&S	Clark Melinkovich
L.	9:55 Landfill Tipping Fees Waiver, Town of Wright	Carol Seeger
M.	10:00 Board Appointment, Public Health	Carol Seeger

PUBLIC HEARING

N.	10:15 Formation of Piper Acres Improvement & Service District	Kendra Anderson

PUBLIC HEARING II

O.	10:30 Country Living Acres Zoning Request	Megan Nelms

REGULAR BUSINESS II

P.	10:40 Chapter 4 Rules Regulating Construction - Proposed Amendments	Jed Holder/Sam Proffer

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Q. 10:45 Chapter 6 Subdivision Regulations - Proposed Amendments — Megan Nelms

R. 10:50 Means First Extension Water & Sewer District Easement — Carol Seeger

S. 10:55 Preferred Employer Veteran Policy — Brandy Elder

WORKSHOP

T. 11:00 Budget Workshop

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Consent Agenda

MINUTES
Board of Commissioners Special Meeting, April 15, 2021
Board of Commissioners, Regular Meeting, April 20, 2021
Board of Commissioners Executive Session, April 20, 2021

MONTHLY REPORTS
Worker's Comp – 1st Qtr 2021

PAYROLL PAYMENTS
April 17, 2021

CANCELLATION/REBATE OF TAXES
#4296, 4301, 4302, 4306

BUILDING REPLACEMENT REQUEST
Approval for Razor City BMX to replace the sheds on the county leased property with an 8ft x 40ft conex storage container.

CAPITAL REQUESTS
Parks & Recreation/HR Risk – To pay shipping charges for the Zoll AED machine approved on March 16, 2021, in the amount of $78.75 from account 020.7531.

LINE ITEM TRANSFERS
Extension Office
Transfer $250.00 from 106.6281 Automobile to 106.7488 Misc. Program Support
Transfer $100.00 from 106.6517.2 Staff Development to 106.7488 Misc. Program Support
Transfer $204.81 from 106.6517.3 Conference/Seminar Work to 106.7488 Misc. Program Support

Sheriff's Office
Transfer $1,000.00 from 051.6763 Radio Equipment to 051.6553 Clothing/Uniforms
Transfer $1,000.00 from 052.6553 Clothing/Uniforms to 051.6553 Clothing/Uniforms

POSITION VACANCY JUSTIFICATIONS
Attorney's Office – Legal Assistant
Children's Developmental Services – Financial Services Manager
Parks & Recreation – Senior Lifeguard
Public Works Facilities – Maintenance Tech, Senior
Road & Bridge – Equipment Operator
Treasurer's Office – Deputy County Treasurer (3 Positions)

SICK LEAVE TRANSFERS
Request transfer of 10 hours from Employee #617730 to Employee #619541
Request transfer of 40 hours from Employee #602896 to Employee #687771

SOCIAL MEDIA REQUESTS
Northeast Wyoming Regional Airport – Facebook, Instagram, YouTube

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Rockpile Museum – Facebook, Instagram, YouTube

HAND WARRANTS

Wyoming Department of Workforce Services – WC	$85,974.60
State of Wyoming – Department of Revenue & Taxation	117.70
Internal Revenue Service – Department of Treasury	537.00
Campco Federal Credit Union	226.01
Campbell County Clerk Tax Account	285,201.52
Campbell County Treasurer – HSA/FLX	46,540.21
Circuit Court of Campbell County	429.37
Great West Trust Company	34,954.16
Sheridan County Circuit Court	284.05
Wyoming Child Support	1,688.38
CCEHBTA – Health	744,869.19
CCEHBTA – Dental	41,804.40
Delta Dental Plan of Wyoming	1,850.60
HM Life Insurance	169,492.81
Gallagher Benefit Service – Reliance	19,640.99
Vision Service Plan	8,226.27

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The following page(s) contain the backup material for Agenda Item: Consent Agenda

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Office of County Commissioners
April 15, 2021
Gillette, Wyoming

Special Meeting

The Campbell County Board of Commissioners met in a Special Meeting, Thursday, April 15, 2021 at 5:15 PM.

The purpose of the Special Meeting was to consider the submission of the Emergency Management Performance Grant (EMPG) application.

Present were Rusty Bell, Del Shelstad, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Kendra Anderson, Deputy County Clerk. Commissioner DG Reardon and Carol Seeger, Commissioners Administrative Director were absent from the meeting.

The Commissioners reviewed the Emergency Management Performance Grant (EMPG) application.

Commissioner Shelstad moved to approve the submission of the 2021-2022 Emergency Management Performance Grant Application to the Wyoming Office of Homeland Security, in the amount of $35,000 with a 50% local cash match, as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

There being no further business to come before the Board the meeting was adjourned at 5:30 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
April 20, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, April 20, 2021. Chairman Maul called the meeting to order at 9:00 AM. Pastor Marty Crump led in prayer and Chairman Maul led the Pledge of Allegiance.

Present were Rusty Bell, DG Reardon, Bob Maul, Del Shelstad, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Mitch Damsky, County Attorney and Sean Brown, Deputy County Attorney.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Senior Citizens Board, March 31, 2021
Board of Commissioners Directors Workshop, April 5, 2021
Board of Commissioners Executive Session, April 5, 2021
Board of Commissioners Regular Meeting, April 6, 2021

MONTHLY REPORTS:

County Clerk – March 2021
Sheriff's Office – March 2021
Sheriff's Office, Detention – March 2021
Treasurer's Office – March 2021
941 Tax Report – 1st Quarter 2021

PAYROLL PAYMENTS:

April 3, 2021

CANCELLATION/REBATE OF TAXES:

#4295

LINE ITEM TRANSFERS:

Public Works - Transfer $2,250.75 from 020.7085 District Support Grants to 020.7085.47 Bennor Estates; transfer $2,410.75 from 020.7085 District Support Grants to 020.7085.52 Box N Ranch Rd; transfer $3,697.50 from 020.7085 District Support Grants to 020.7085.53 Fox Ridge; transfer $5,132.66 from 020.7085 District Support Grants to 020.7085.57 Pineview I&S; transfer $1,800 from 020.7085 District Support Grants to 020.7085.23 Prairieview Champion; transfer $15,056.50 from 020.7085 District Support Grants to 020.7085.24 Stonegate

POSITION VACANCY JUSTIFICATIONS:

CAM-PLEX – Performing Arts Manager
Children's Developmental Services – Administrative Assistant
Fire Department – Fire Engineer
Public Works/Facilities Maintenance – Custodian I
Public Works/Facilities Maintenance – Custodian II
Sheriff's Office – Detention Officer/Deputy Sheriff (3 Positions)

SICK LEAVE TRANSFERS:

Transfer 40 hours from Employee #610301 to Employee #619541
Transfer 40 hours from Employee #621683 to Employee #619541

SOCIAL MEDIA REQUESTS:

Children's Developmental Services – Facebook, Instagram, YouTube
Parks and Recreation – Facebook, Instagram, YouTube
Rockpile Museum – Facebook, Instagram, YouTube

HAND WARRANTS:

Campbell County Clerk Tax Account	$20,053.89
Campbell County Treasurer – HSA/FLX	3,586.83
Campco Federal Credit Union	950.00
Great West Trust Company	4,635.00
Campbell County Clerk Tax Account	285,411.76
Campbell County Clerk Treasurer	46,027.21
Circuit Court of Campbell County	429.37
Campco Federal Credit Union	226.01
Great West Trust Company	34,954.16
Wyoming Child Support	1,688.38
Sanofi Pasteur	33,021.42
Combase USA Inc.	3,315.00
State of Wyoming Treasurer – Aging Division	100.00

Commissioner Bell moved to approve all items of the Consent Agenda, excluding the Rockpile Museum Social Media Request. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Bill Fortner and Eric Zahrowski provided public comment.

Commissioner Reardon moved to approve the Sole Source Purchase Request to purchase a Daktronics Digital Messaging Sign for Public Health from Sign Boss LLC, as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the job descriptions for Landfill Supervisor, HR/Risk Generalist, Financial Services Manager, and Financial Analyst, effective April 20, 2021 and approve to reclassify these positions to exempt status effective July 1, 2021, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve Resolution Number 2076 for the appointment of Shawn Wilde, Converse County Attorney, in and for Converse County, or other designee of the Converse County Attorney's Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential criminal matters involving Case #DC-9086, in which the Campbell County Attorney's Office has a conflict of interest. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve a hand warrant to the Campbell County Public Land Board in the amount of $234,045. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Various individuals provided public comment regarding live horse racing.

Commissioner Bell moved to convene into executive session to discuss potential litigation. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

The Commissioners reconvened into their regular meeting at 1:15 PM.

Sean Brown left the meeting at 1:15 PM.

Commissioner Shelstad moved to approve Resolution Number 2077, approving simulcasting to be conducted off a permitted live horse racetrack premises within Campbell County, as presented. Commissioner Bell seconded the motion. Commissioner Bell-Aye, Chairman Maul-Aye, Commissioner Shelstad-Aye, Commissioner Faber-Aye, Commissioner Reardon -Nay. Carried.

There being no further business to come before the Commissioners the meeting was adjourned at 1:25 PM. The next regular meeting of the Commissioners will be held Tuesday, May 4, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, County Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

WORKER"S COMP
1ST QTR 2021

Approved by the Board of County Commissioners this..... day of .....A.D. 20.....

.....

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.....

.....

The State of Wyoming }
County of Campbell } ss.

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

File Contribution and Wage Report Verification

Employer Account Number(EAN)	09-81685-0-03
Employer Name	CAMPBELL COUNTY
CDS Vendor Name	N/A
Trade Name/Client Name	CAMPBELL COUNTY
Submitted By	Amanda M Milnes
Quarter/Year	1/2021
Report Type	Original
Effective Period	01/01/2021 to 03/31/2021
This Report is Due By	April 30, 2021
Current Workers' Compensation Account Number	000003111

The number of covered workers who worked or received pay for the period:

Jan 12th 2021	Feb 12th 2021	Mar 12th 2021
573	575	560

NOTE: *You have reported 1664 workers and due to the large number, the wages will not be available immediately in WyUI and the Wages Paid in Excess of $27300.00 may not be correct. Verify the Wages Paid in Excess of $27300.00 and select the Recalculate button. The wage detail for this report will be processed and available in WyUI after 8:00am tomorrow.*

Total UI Wages Paid		$7,241,906.09	
UI Wages Paid in Excess of $27,300	$	1,075.59	Recalculate
Taxable Wages		$7,240,830.50	
UI Contribution Rate		.00000	
Contribution Due		$0.00	
Interest @ 2% If Paid after 04/30/2021		$.00	
Total Amount Due for the Reporting Qtr		**$0.00**	

NAICS/Class Code	Workers' Compensation Number of Employees	Total WC Wages($)	Premium Rate	Workers' Compensation Premium Due
000010R	186	$1558819.02	0.002200	$3429.40
950000V	1	$612.00	0.013900	$8.51
950000I	99	$36516.00	0.013900	$507.57
950000R	602	$5901375.41	0.013900	$82029.12
Totals:	**888**	**$7497322.43**		
Total Workers' Compensation Premium Due for the Report Qtr:				$85974.60

Workers' Compensation Interest @ 1% If Paid after 04/30/2021:	$0.00
Workers' Compensation Late Filing Penalty (after 30 days past Report Due Date):	$0.00
Total Workers' Compensation Amount Due for the Report Qtr:	**$85974.60**

NOTE: *WC Premium may change in the future, contact Workers' Compensation division for the correct amount to be paid if not paid now.*

Help

Back Submit

Contribution and Wage Report Confirmation

Employer Account Number(EAN)	09-81685-0-03
Employer Name	CAMPBELL COUNTY
CDS Vendor Name	N/A
Trade Name/Client Name	CAMPBELL COUNTY
Submitted By	Amanda M Milnes
Quarter/Year	1/2021
Report Type	Original
Effective Period	01/01/2021 to 03/31/2021
Current Workers' Compensation Account Number	000003111

NOTE: Workers' Compensation premium may change in future, contact Workers' Compensation Division for the correct amount to be paid if not paid now.

The Contribution and Wage Report has been submitted for 1/2021, on 04/19/2021 08:41 AM. It is recommended to retain a copy for your records. To print a copy , select to print Print Contribution Report Summary. If you want to keep a list of the worker wage detail select to Print Wage Report . If a payment is due, click on Make Online Payment button.

To file another tax report, select File Another Tax/Wage Report.

Home

Make Online Payment/Print Payment Voucher

The Wyoming Department of Workforce Services is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

0981685003000000000000085096000000000000

Voucher Receipt

Thanks for using WYUI, Wyoming UI System. Please print this page and mail it with your Payment.

Print Instruction :

1. Press Ctrl + P on your keyboard. A popup window will appear. If it does not, please enable popups.
2. Click Print to print the voucher receipt.
   Or
3. Click Cancel to abort.

Employer Account Number	09-81685-0-03
Employer Name	CAMPBELL COUNTY
Voucher Id	85096
Total Payment Amount ($)	85974.60

Make Check Payable To:

Department of Workforce Services
P O Box 2648
Casper, WY 82602.

Notice to Employer:

Interest accrues on a Daily basis.

If there is an outstanding amount for the Interest Assessment, the payment will be applied to this amount first or in accordance with Division procedures.

Workers Compensation(WC) Details:	
Workers Compensation Account Number(WCAN):	**Workers Compensation Payment Amount($):**
000003111	85974.60

Total Payment Amount (UI+WC):	85974.60

Home

The Wyoming Department of Workforce Services is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

Payment

* Required Information

Employer Account Number	09-81685-0-03
Employer Name	CAMPBELL COUNTY
CDS Vendor Name	N/A
Trade Name/Client Name	CAMPBELL COUNTY

The following table displays the outstanding balances due. Any payment made within the last 3 business days may not be reflected here.

Unemployment Insurance(UI) Contribution/Charges Details:

Pay	Quarter/ Year	Description	Due Date	Contributions/ Charges ($)	Interest ($)	Fees ($)	Other ($)	Total ($)
☐	3/2020	Reimbursable Billing	01/29/2021	502.16	16.75			0.00
☐	4/2020	Reimbursable Billing	04/22/2021	17,650.01				0.00
							Credit ($) ⓘ	0.00
☐	Select all quarters for Payment						Total Selected To Pay	0.00

If making a payment for WC Only, leave all 'Pay' boxes in the above UI Contributions table unchecked.

Workers Compensation(WC) Details:

Workers Compensation Total Due : 85974.60

Workers Compensation Account Number(WCAN):	Workers Compensation Payment Amount($):
000003111	

Total Payment Amount (UI+WC):	0.00

*** Select your method of payment below**

- ○ **ACH Debit - Checking Account**
- ○ **ACH Debit - Saving Account**
- ○ **Payment By Mail**

Interest accrues on a Daily basis.

To discontinue the payment process, select **'Exit'.**

Help

Exit Back Next

The Wyoming Department of Workforce Services is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

4-7-21
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 4296

NAME: WESTERN FUELS WYOMING INC

NOTICE ISSUED FOR:
NOVC# 2021-0138
OTHER:

✓ **PARTIAL**
✓ **REBATE**
___ **CANCELLATION**

YEAR 2016
ACCOUNT/PARCEL# 29138 **TAX NOTICE NO.** 5825
DISTRICT NO. 100

ASSESSED VALUATION: 118,843

AMOUNT:$ 7,077.34

Tracy A. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS 4 **DAY OF** May , 20 21

_____

_____

_____

_____

_____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , 20 ___

_____ **COUNTY CLERK**

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

WESTERN FUELS-WYOMING INC.

Operator ID: 09171

NOTICE OF VALUATION CHANGE 2021-0138

ASSESSOR

Campbell

1. On February 24, 2021, a deficiency assessment was issued by the Wyoming Department of Revenue to Western Fuels-Wyoming Inc. for the attached properties or mine.

2. The Wyoming Department of Revenue issued the deficiency assessment as a result of an audit conducted by the Wyoming Department of Audit for discrepancies discovered in the reporting of surface coal production for the above mentioned properties or mine. W.S. 39-14-109(d)(ii) may be applicable.

In accordance with W.S. 39-14-108(b)(iii), the Department of Revenue is authorized to rely on final audit findings, taxpayer amended returns or department review, and to certify mine product valuation amendments to the county assessor of the county in which the property is located.

Pursuant to W.S. 39-14-108(b)(i), you are hereby notified, without prejudice to any and all rights, powers, and defenses of the government entities involved, of changes in valuation for each year by the amounts indicated in this notice. WESTERN FUELS-WYOMING INC. address is:

WESTERN FUELS-WYOMING INC.
DOREEN HEUCK
3629 NORTH GARNER LAKE ROAD
GILLETTE, WYOMING 82716

THIS NOTICE OF VALUATION CHANGE IS A FINAL ADMINISTRATIVE DECISION BY THE DEPARTMENT OF REVENUE.

Exceptions to this assessment and final administrative decision of the Department of Revenue may be instituted per W.S. 39-11-102(c) pursuant to Rules, Chapter 2, Section 5, Wyoming State Board of Equalization, by filing a written notice of appeal with the Board, in care of Executive Secretary/Legal Counsel, PO Box 448, Cheyenne, Wyoming 82003-0448 or by fax transmission to the State Board's fax number (307) 777-6363. The notice shall briefly state in ordinary and concise language the issues upon which the appeal is based, the contentions of the petitioner, the relief desired, and be accompanied by a copy of the decision at issue. The notice shall also contain the phone number, fax number if available, and mailing address of petitioner, representative or attorney.

Unless otherwise required by law, the appeal notice must be postmarked or filed with the Board within thirty (30) days of the date of the final administrative decision at issue.

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

WESTERN FUELS-WYOMING INC.

Operator ID: 09171

NOTICE OF VALUATION CHANGE 2021-0138

ASSESSOR

Campbell

Tax Year	Prod Year	Group Name	Group Number	County	Tax District	Mineral	Taxable Value Change
2016	2015	DRY FORK MINE	090171	Campbell	0100	Surface Coal	(118,843)
2017	2016	DRY FORK MINE	090171	Campbell	0100	Surface Coal	119,132
2018	2017	DRY FORK MINE	090171	Campbell	0100	Surface Coal	127,889

MADE AND ENTERED at Cheyenne, Wyoming, this 1st day of April, 2021.

WYOMING DEPARTMENT OF REVENUE

Dan Noble
Director, Department of Revenue

Craig Grenvik
Administrator, Mineral Tax Division

4-7-21 NOVC #2021-0138 (#118,843)

2016 ML x 59.562

Rebate #1296 see Sch #29138 (#7,077.34)

2017 #119,132

ML x 59.466

Added Roll see Sch #49653 (R.W. #29138) #7,084.30

2018 #127,889

ML x 59.607

#7,623.08

Added Roll see Sch #49654 (R.W. 29138)

4-7-21
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL No: 4301

NAME: ANSCHUTZ OIL COMPANY LLC

NOTICE ISSUED FOR:
NOVC# 2021-0098
OTHER:

✓ **PARTIAL**
✓ **REBATE**
___ **CANCELLATION**

YEAR 2018
ACCOUNT/PARCEL# 50060206 **TAX NOTICE NO.** 109
DISTRICT NO. 100

ASSESSED VALUATION: 57,121

AMOUNT:$ 3,404.81

Tony A. Simonetta **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS 4th **DAY OF** May , 2021

_____

_____

_____

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_____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , 20___

_____ **COUNTY CLERK**

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

ANSCHUTZ OIL COMPANY LLC

Operator ID: 02448

NOTICE OF VALUATION CHANGE 2021-0098

ASSESSOR

Campbell

1. On March 1, 2021, Anschutz Oil Company, LLC (Anschutz) filed amended returns for the attached properties.

2. Anschutz filed the amended returns in response to a letter from the Mineral Tax Division of the Wyoming Department of Revenue informing Anschutz of discrepancies discovered in an examination of Severance Tax and Gross Products Tax production reporting for the 2017 production year.

In accordance with W.S. 39-14-208(b)(iii), the Department of Revenue is authorized to rely on final audit findings, taxpayer amended returns or department review, and to certify mine product valuation amendments to the county assessor of the county in which the property is located.

Pursuant to W.S. 39-14-208(b)(i), you are hereby notified, without prejudice to any and all rights, powers, and defenses of the government entities involved, of changes in valuation for each year by the amounts indicated in this notice. ANSCHUTZ OIL COMPANY LLCaddress is:

ANSCHUTZ OIL COMPANY LLC
STANLEY VARGAS
555 17TH STREET, STE 2400
DENVER, COLORADO 80201

THIS NOTICE OF VALUATION CHANGE IS A FINAL ADMINISTRATIVE DECISION BY THE DEPARTMENT OF REVENUE.

Exceptions to this assessment and final administrative decision of the Department of Revenue may be instituted per W.S. 39-11-102(c) pursuant to Rules, Chapter 2, Section 5, Wyoming State Board of Equalization, by filing a written notice of appeal with the Board, in care of Executive Secretary/Legal Counsel, PO Box 448, Cheyenne, Wyoming 82003-0448 or by fax transmission to the State Board's fax number (307) 777-6363. The notice shall briefly state in ordinary and concise language the issues upon which the appeal is based, the contentions of the petitioner, the relief desired, and be accompanied by a copy of the decision at issue. The notice shall also contain the phone number, fax number if available, and mailing address of petitioner, representative or attorney.

Unless otherwise required by law, the appeal notice must be postmarked or filed with the Board within thirty (30) days of the date of the final administrative decision at issue.

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

ANSCHUTZ OIL COMPANY LLC

Operator ID: 02448

NOTICE OF VALUATION CHANGE
2021-0098

ASSESSOR
Campbell

Tax Year	Prod Year	Group Name	Group Number	County	Tax District	Mineral	Taxable Value Change
2018	2017	WILDCAT	008614	Campbell	0100	Natural Gas	(62,741)
2018	2017	WILDCAT	008619	Campbell	0100	Natural Gas	5,620

MADE AND ENTERED at Cheyenne, Wyoming, this ____ day of _____, 20__.

WYOMING DEPARTMENT OF REVENUE

Dan Noble
Director, Department of Revenue

Craig Grenvik
Administrator, Mineral Tax Division

4-7-21

Nova #2021-0098

(#57,181)
ML-X 59.607
(#3,404.81)

Rebate #4301
see Sch #6076

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

ANSCHUTZ OIL COMPANY LLC

Operator ID: 02448

NOTICE OF VALUATION CHANGE 2021-0098

ASSESSOR

Campbell

1. On March 1, 2021, Anschutz Oil Company, LLC (Anschutz) filed amended returns for the attached properties.

2. Anschutz filed the amended returns in response to a letter from the Mineral Tax Division of the Wyoming Department of Revenue informing Anschutz of discrepancies discovered in an examination of Severance Tax and Gross Products Tax production reporting for the 2017 production year.

In accordance with W.S. 39-14-208(b)(iii), the Department of Revenue is authorized to rely on final audit findings, taxpayer amended returns or department review, and to certify mine product valuation amendments to the county assessor of the county in which the property is located.

Pursuant to W.S. 39-14-208(b)(i), you are hereby notified, without prejudice to any and all rights, powers, and defenses of the government entities involved, of changes in valuation for each year by the amounts indicated in this notice. ANSCHUTZ OIL COMPANY LLCaddress is:

ANSCHUTZ OIL COMPANY LLC
STANLEY VARGAS
555 17TH STREET, STE 2400
DENVER, COLORADO 80201

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Unless otherwise required by law, the appeal notice must be postmarked or filed with the Board within thirty (30) days of the date of the final administrative decision at issue.

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

ANSCHUTZ OIL COMPANY LLC

Operator ID: 02448

NOTICE OF VALUATION CHANGE
2021-0098

ASSESSOR
Campbell

Tax Year	Prod Year	Group Name	Group Number	County	Tax District	Mineral	Taxable Value Change
2018	2017	WILDCAT	008614	Campbell	0100	Natural Gas	(62,741)
2018	2017	WILDCAT	008619	Campbell	0100	Natural Gas	5,620

MADE AND ENTERED at Cheyenne, Wyoming, this____ day of _____, 20__.

WYOMING DEPARTMENT OF REVENUE

Dan Noble
Director, Department of Revenue

Craig Grenvik
Administrator, Mineral Tax Division

4-7-21

Nov #2021-0098

(#57,121)
MC-X 59.607
(#3,404.81)

Rebate #4301
see Sch #60206

4-7-21
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 4302

NAME: ANSCHUTZ EXPLORATION CORPORATION

NOTICE ISSUED FOR:
NOVC# 2021-0108
OTHER:

__✓__ **PARTIAL**
__✓__ **REBATE**
___ **CANCELLATION**

YEAR 2019
ACCOUNT/PARCEL# 50060926 **TAX NOTICE NO.** 105
DISTRICT NO. 100

ASSESSED VALUATION: 143

AMOUNT:$ 8.57

Troy D. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS 4 **DAY OF** May **, 2021**

_____

_____

_____

_____

_____

BOARD OF COUNTY COMMISSIONERS

FILED _____ **, 20** ___

_____ **COUNTY CLERK**

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

ANSCHUTZ EXPLORATION CORPORATION

Operator ID: 01758

NOTICE OF VALUATION CHANGE 2021-0108

ASSESSOR

Campbell, Johnson

On February 2 , 2021, a deficiency assessment was issued by the Wyoming Department of Revenue to Anschutz Exploration Corproation for the attached properties.

The Wyoming Department of Revenue issued the deficiency assessment as a result of an audit conducted by the Wyoming Department of Audit. Discrepancies were discovered in the reporting of oilproduction for the attached properties. W.S. 39-14-209(d)(iii) may be applicable.

In accordance with W.S. 39-14-208(b)(iii), the Department of Revenue is authorized to rely on final audit findings, taxpayer amended returns or department review, and to certify mine product valuation amendments to the county assessor of the county in which the property is located.

Pursuant to W.S. 39-14-208(b)(i), you are hereby notified, without prejudice to any and all rights, powers, and defenses of the government entities involved, of changes in valuation for each year by the amounts indicated in this notice. ANSCHUTZ EXPLORATION CORPORATIONaddress is:

ANSCHUTZ EXPLORATION CORPORATION
STANLEY VARGAS
555 17TH STREET STE 2400
DENVER, COLORADO 80202

THIS NOTICE OF VALUATION CHANGE IS A FINAL ADMINISTRATIVE DECISION BY THE DEPARTMENT OF REVENUE.

Exceptions to this assessment and final administrative decision of the Department of Revenue may be instituted per W.S. 39-11-102(c) pursuant to Rules, Chapter 2, Section 5, Wyoming State Board of Equalization, by filing a written notice of appeal with the Board, in care of Executive Secretary/Legal Counsel, PO Box 448, Cheyenne, Wyoming 82003-0448 or by fax transmission to the State Board's fax number (307) 777-6363. The notice shall briefly state in ordinary and concise language the issues upon which the appeal is based, the contentions of the petitioner, the relief desired, and be accompanied by a copy of the decision at issue. The notice shall also contain the phone number, fax number if available, and mailing address of petitioner, representative or attorney.

Unless otherwise required by law, the appeal notice must be postmarked or filed with the Board within thirty (30) days of the date of the final administrative decision at issue.

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

ANSCHUTZ EXPLORATION CORPORATION

Operator ID: 01758

NOTICE OF VALUATION CHANGE
2021-0108

ASSESSOR
Campbell, Johnson

Tax Year	Prod Year	Group Name	Group Number	County	Tax District	Mineral	Taxable Value Change
2018	2017	WILDCAT	001993	Johnson	0100	Oil	2
2019	2018	WILDCAT	001993	Johnson	0100	Oil	(2)
2018	2017	WILDCAT	001994	Johnson	0100	Oil	2
2019	2018	WILDCAT	001994	Johnson	0100	Oil	0
2018	2017	WILDCAT	001995	Johnson	0100	Oil	1
2019	2018	WILDCAT	001995	Johnson	0100	Oil	(2)
2018	2017	WILDCAT	002275	Johnson	0100	Oil	4
2019	2018	WILDCAT	002275	Johnson	0100	Oil	(1)
2018	2017	WILDCAT	002282	Johnson	0100	Oil	0
2019	2018	WILDCAT	002282	Johnson	0100	Oil	1
2018	2017	WILDCAT	004198	Campbell	0100	Oil	156
2019	2018	WILDCAT	004198	Campbell	0100	Oil	(143)
2018	2017	SHANNON	059799	Johnson	0100	Oil	2
2019	2018	SHANNON	059799	Johnson	0100	Oil	(1)

MADE AND ENTERED at Cheyenne, Wyoming, this 5th **day of** April, **20** 21.

WYOMING DEPARTMENT OF REVENUE

Dan Noble
Director, Department of Revenue

Craig Grenvik
Administrator, Mineral Tax Division

4-7-21 Notice 2021-0108 (see reverse side) →

Wyoming Department of Revenue, Mineral Tax Division, 122 West 25th Street, Suite E301, Herschler Building East
Cheyenne, WY 82002-0110
Phone (307) 777-5237 – Internet: http://revenue.wyo.gov – E-mail: directorofrevenue@wyo.gov

4-12-21
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 4306

NAME: BUCKSKIN MINING COMPANY

NOTICE ISSUED FOR:
NOVC# 2021-0155
OTHER:

✓ **PARTIAL**
✓ **REBATE**
___ **CANCELLATION**

YEAR 2020
ACCOUNT/PARCEL# 42244 **TAX NOTICE NO.** 714
DISTRICT NO. 100

ASSESSED VALUATION: 45,323

AMOUNT:$ 2,721.92

Tony A Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS 4 **DAY OF** May **, 2021**

_____

_____

_____

_____

_____

BOARD OF COUNTY COMMISSIONERS

FILED _____ **, 20** ___

_____ **COUNTY CLERK**

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

BUCKSKIN MINING COMPANY

Operator ID: 09426

NOTICE OF VALUATION CHANGE 2021-0155

ASSESSOR

Campbell

1. On March 24, 2021, Buckskin Mining Company filed amended returns for the attached property.

2. Buckskin Mining Company filed the amended returns on their own initiative to correct previously reported values on the above mentioned property.

In accordance with W.S. 39-14-608(b)(iii), the Department of Revenue is authorized to rely on final audit findings, taxpayer amended returns or department review, and to certify mine product valuation amendments to the county assessor of the county in which the property is located.

Pursuant to W.S. 39-14-608(b)(i), you are hereby notified, without prejudice to any and all rights, powers, and defenses of the government entities involved, of changes in valuation for each year by the amounts indicated in this notice. BUCKSKIN MINING COMPANY address is:

BUCKSKIN MINING COMPANY
JORDAN JEWELL
1550 MIKE FAHEY ST
OMAHA, NEBRASKA 68102-4122

THIS NOTICE OF VALUATION CHANGE IS A FINAL ADMINISTRATIVE DECISION BY THE DEPARTMENT OF REVENUE.

Exceptions to this assessment and final administrative decision of the Department of Revenue may be instituted per W.S. 39-11-102(c) pursuant to Rules, Chapter 2, Section 5, Wyoming State Board of Equalization, by filing a written notice of appeal with the Board, in care of Executive Secretary/Legal Counsel, PO Box 448, Cheyenne, Wyoming 82003-0448 or by fax transmission to the State Board's fax number (307) 777-6363. The notice shall briefly state in ordinary and concise language the issues upon which the appeal is based, the contentions of the petitioner, the relief desired, and be accompanied by a copy of the decision at issue. The notice shall also contain the phone number, fax number if available, and mailing address of petitioner, representative or attorney.

Unless otherwise required by law, the appeal notice must be postmarked or filed with the Board within thirty (30) days of the date of the final administrative decision at issue.

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE ASSESSMENT OF

BUCKSKIN MINING COMPANY

Operator ID: 09426

NOTICE OF VALUATION CHANGE
2021-0155

ASSESSOR
Campbell

Tax Year	Prod Year	Group Name	Group Number	County	Tax District	Mineral	Taxable Value Change
2020	2019	BUCKSKIN MINE	098258	Campbell	0100	Sand and Gravel	(45,323)
2020	2019	BUCKSKIN MINE	098258	Campbell	0100	Surface Coal	477,483

MADE AND ENTERED at Cheyenne, Wyoming, this 12th day of April, 2021.

WYOMING DEPARTMENT OF REVENUE

Dan Noble
Director, Department of Revenue

Craig Grenvik
Administrator, Mineral Tax Division

4-12-21

NOVC #2021-0155
546
Rebate #4316
see Sdr #42244

(#45,323)
ML x 60.056
(#2,721.92)

Coal

Added Rec'd
see Sdr #47657

#477,483
ML x 60,056
#28,675.72

(R.W. # 42249)

Wyoming Department of Revenue, Mineral Tax Division, 122 West 25th Street, Suite E301, Herschler Building East
Cheyenne, WY 82002-0110
Phone (307) 777-5237 – Internet: http://revenue.wyo.gov – E-mail: directorofrevenue@wyo.gov

April 28,2021

Razor City BMX

7700 Chukar Drive

Gillette, WY 82718

Campbell County Parks and Recreation

250 Shoshone Avenue

Gillette, WY 82718

Re: Building replacement

To Whom It May Concern:

Currently Razor City BMX uses various sheds for our operation. These sheds are wearing out. We are seeking permission to replace the sheds with a 8ft x 40 ft conex storage container. This unit would be able to accommodate our building needs. It would be well presented and maintained. Please contact Josh Bellin, track operator, at 307 622-0492 with any questions.

Sincerely,

Wendy Dapra
Treasurer
Razor City BMX

CAMPBELL COUNTY

Request for Change of Capital Purchase

Agency Requesting Change:Parks & Rec/HR Risk

Description of Original Purchase Item:Lifepak CRPlus Defibrillator

Description of New Purchase Item:Shipping cost of Zoll Defibrillator

Account Number:020.7531

Reason for Change:$78.75 in shipping cost that was not available until the item was shipped.

Do you intend to purchase the original capital item later this fiscal year? ___ yes ____ no N/A

If yes, how do you plan to fund the purchase? The 1% account for public health and safety. This defibrillator is located at Spirit Hall Ice Arena.

Signature of Department Head

4/27/21
Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval

ROUTING:
Originating Department: Complete and submit to Commissioners
Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

Copy

REQUEST FOR CAPITAL
2018-2019 FISCAL YEAR

Department: Parks & Rec/HR Risk
Ship To: 500 S Gillette Ave, Ste 1200
Gillette, WY 82716
Attn: Crystal Nichols

Date: 4/27/2021
Vendor:Zoll Medical Corp.

Address: PO Box 27028
New York, NY 10087-7028

Account Number	Description	Property No.	Quantity	Estimate Price
	Shipping Cost for defibrillator.	21000509	1	$78.75
			Totals:	**$78.75**

Signature of Department Head, Elected Official, or Board Chairman

Office of the Commissioners Use Only

Date Received:_____

By:_____

Acct. #_____

Approval Signature:

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Extension Office
DATE: 04/26/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$250.00	106.6281	Automobile	106.7488	Misc. Program Support
$100.00	106.6517.2	Staff Development	106.7488	Misc. Program Support
$204.81	106.6517.3	Conference/Seminar Work	106.7488	Misc. Program Support

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Scott Matheny, Campbell County Sheriff
DATE: April 27, 2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
04/26/21	$1,000.00	051.6763	Radio Equipment	051.6553	Clothing/Uniforms
04/26/21	$1,000.00	052.6553	Clothing/Uniforms	051.6553	Clothing/Uniforms

Explanation:

Wear and tear on Patrol Officers uniforms has been more this year than with Detention Officers.

Director Approval: _____

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

April 17, 2021

_____, _____

_____, _____

We do hereby approve the County Payroll as presented this 4th day of May, 2021

_____ Member

_____ Member

_____ Member

_____ Member

_____ Chairman

Position Vacancy Justification 2021-023

Department:	**County Attorney's Office**			Date:	**4/20/21**
Position Title:	**Legal Assistant**				
Classification Grade:	**107**		Current Salary of Incumbent:	**$22.89**	
Salary Range:	Min **$19**		Mid **$25.88**	Max **$31.06**	
Justification for Hiring Position:	Current case load justifies filling the position				
Termed Incumbent:	[redacted]				
Position Originated:	County				
Funding Source for Position:	County: **Yes**	State: **No**	Federal: **No**	Other: **No**	Explain Other:
Status Code:	Full-Time **Yes**	Part-Time **No**	Number of Annual Hours:		**2080**
Reason for Vacancy:	Replacement due to Termination: Yes		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date					
Commissioner Approval & Date:					

5/1/2021

2021-027

Position Vacancy Justification

Department:	**Children's Developmental Services**			Date:	**April 28,2021**
Position Title:	**Financial Services Manager**				
Classification Grade:	**109**	Current Salary of Incumbent:	**$ 71,011.00**		
Salary Range:	Min **51,636.00**	Mid **64,545.00**	Max **77,455.00**		
Justification for Hiring Position:	To perform a variety of highly responsible, complex, and confidential administrative support functions; assist and participate in organizing activities of the assigned office; provide information and assistance to department/division head and/or assigned staff, and the general public.				
Termed Incumbent:	[redacted]				
Position Originated:	**N/A**				
Funding Source for Position:	County: **Yes**	State: **Yes**	Federal: **No**	Other: **No**	Explain Other:
`Status Code:	Full-Time **Yes**	Part-Time **No**	Number of Annual Hours:		**2080**
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement: Yes		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Robert Thomas 4/29/2021				
Commissioner Approval & Date:					

4/29/21

2021-024

POSITION VACANCY JUSTIFICATION

Department:	Campbell County Parks & Recreation	Date	4/20/2021
Position Title: Senior Lifeguard			
Classification Band:	104	Current Salary:	$ 16.09
Salary Range:			
Minimum: $15.99	Mid-Point: $ 19.98	Maximum: $ 23.98	

Position Justification: Monitoring daily operations of the pools including supervision of swimmers, part-time staff, and swim lessons. Responsible for closing the facility in the evening and weekends. Exercises supervision over lifeguards in the evening and weekends when management is not available. Greet public, answer questions, complete incident reports, maintenance, cleaning, and water tests as required and managing the chemicals in the pools.

Termed incumbent: [redacted]

Position Originated: July 2006

Funding Source for Position:	County	X		State		
	Federal			Other		(Please explain)

Classification:	Full Time	X	Part Time		Number of Hours: 40	
	Exempt		Non-Exempt	X		

Reason for Vacancy:	Resigned	X	Terminated		New Hire		
	Exempt		Non-Exempt	X			

Existing Budgeted Position:	Yes	X	No		If No, Please explain:

Benefit Eligible:	Yes	X	No		Please explain:

Department Head Signature:	Rick Mauldin
Commissioner Approval:	

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

4/21/21

POSITION VACANCY JUSTIFICATION 2021-026

Department:	Public Works / Facilities Maintenance	Date	April 28, 2021
Position Title: Maintenance Tech, Senior			
Classification Band:	108	Current Salary:	$28.26
Salary Range:			

Minimum:	22.57	Mid-Point:	28.21	Maximum:	33.85

Position Justification: Termination
Termed incumbent: [redacted]
Position Originated: Budgeted position for FY 20-21

Funding Source for Position:	County	X		State		WIC Program
	Federal			Other		(Please explain)

Classification:	Full Time	X	Part Time		Number of Hours	40/wk
	Exempt		Non-Exempt			

Reason for Vacancy:	Replacing Termination	X	New Position	

Existing Budgeted Position:	Yes	X	No		If No, Please explain:

Benefit Eligible:	Yes	X	No		Please explain:

Department Head Signature:	[signature]
Commissioner Approval:	

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

S:\PLN_Shar\Wendy Balo\Personnel\Vacancies\Kuenzel, L position justification 4.28.21.docx

[signature] 4/28/21

2021-025

Position Vacancy Justification

Department:	**Road & Bridge**			Date:	**04/29/2021**
Position Title:	**Equipment Operator**				
Classification Grade:	**105**		Current Salary of Incumbent:	**$23.18 per hour**	
Salary Range:	Min **$17.43**		Mid **$21.78**	Max **$26.14**	
Justification for Hiring Position:	Eq. Op. II retiring, it is budgeted and with 3 other currently unfilled positions, we need to fill this position to be able to maintain our infrastructure.				
Termed Incumbent:	[redacted]				
Position Originated:					
Funding Source for Position:	County: **Yes**	State: **No**	Federal: **No**	Other: **No**	Explain Other:
Status Code:	Full-Time **Yes**	Part-Time **No**	Number of Annual Hours:		**2,080**
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement: Yes		New Position:
Existing Budgeted Position:	**Yes**				
Benefit Eligible:	**Yes**				
Department Head Signature & Date	Kevin P Geis 4-26-2021				
Commissioner Approval & Date:					

4/26/21

2021-027

Position Vacancy Justification

Department:	**Treasurer's Office**		Date:	**5/3/2021**
Position Title:	**Deputy County Treasurer I**			
Classification Band / Range:	**103**	Current Salary of Incumbent:	**$ 40,872.00**	
Salary Range:	Min **30513.60**	Mid **38136.48**	Max **45763.77**	
Justification for Hiring Position:	Resignation of Deputy County Treasurer III			
Termed Incumbent:	N/A			
Position Originated:	N/A			
Funding Source for Position:	County: **Yes/No**	State: **Yes/No**	Federal: **Yes/No**	Other: **Yes/No**	Explain Other:
Status Code:	Full-Time **Yes/No**	Part-Time **Yes/No**	Number of Annual Hours:	**2080**	
Reason for Vacancy:	Replacement due to Termination:	Replacement due to Retirement: X	New Position:	
Existing Budgeted Position:	**Yes/No**			
Benefit Eligible:	**Yes/No**			
Department Head Signature & Date	Crystal Carley, Deputy 5/3/2021			
Commissioner Approval & Date:	5/3/21			

2021-629

Position Vacancy Justification

Department:	**Treasurer's Office**			Date:	**5/3/2021**
Position Title:	**Deputy County Treasurer I**				
Classification Band / Range:	**103**	Current Salary of Incumbent:	**$ 52,790.40**		
Salary Range:	Min **30513.60**	Mid **38136.48**	Max **45763.77**		
Justification for Hiring Position:	Retirement of Deputy County Treasurer III				
Termed Incumbent:	N/A				
Position Originated:	N/A				
Funding Source for Position:	County: **Yes/No**	State: **Yes/No**	Federal: **Yes/No**	Other: **Yes/No**	Explain Other:
Status Code:	Full-Time **Yes/No**	Part-Time **Yes/No**	Number of Annual Hours:		**2080**
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement: X		New Position:
Existing Budgeted Position:	**Yes/No**				
Benefit Eligible:	**Yes/No**				
Department Head Signature & Date	Crystal Conley, Deputy 5/3/2021				
Commissioner Approval & Date:	5/3/21				

2021-030

Position Vacancy Justification

Department:	**Treasurer's Office**			Date:	**5/3/2021**
Position Title:	**Deputy County Treasurer I**				
Classification Band / Range:	**103**	Current Salary of Incumbent:	**$ 52,790.40**		
Salary Range:	Min **30513.60**	Mid **38136.48**	Max **45763.77**		
Justification for Hiring Position:	Retirement of Deputy County Treasurer III				
Termed Incumbent:	N/A				
Position Originated:	N/A				
Funding Source for Position:	County: **Yes/No**	State: **Yes/No**	Federal: **Yes/No**	Other: **Yes/No**	Explain Other:
Status Code:	Full-Time **Yes/No**	Part-Time **Yes/No**	Number of Annual Hours:		**2080**
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement: X		New Position:
Existing Budgeted Position:	**Yes/No**				
Benefit Eligible:	**Yes/No**				
Department Head Signature & Date	Crystal Conley, Deputy 5/3/2021				
Commissioner Approval & Date:	5/3/21				

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Road & Bridge **Receiving Department:** Road & Bridge

DATE: 4-27-2021

Please consider this request to transfer up to 10 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is # 3 of # 3. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: Through: unknown at this time

Anticipated return: 4 - 26 - 2021

From: 617730 To: 619541
Employee Number Employee Number

Department Head Approval Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

4/28/21

☐ Currently an FMLA Qualifying Leave

☒ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

Campbell County
wyoming

MEMORANDUM

. . . from H.R./Risk Management

TO: **Amanda Milnes**
Payroll

FROM: Brandy Elder
Executive Director of Human Resources & Risk Management

DATE: April 23, 2021

SUBJECT: Sick Leave Transfer

The attached sick leave transfer is for a new employee. Rachel and I have discussed and approved the transfer, even though we know it is outside of policy. Let me know if you have any questions.

Thank you!
Brandy

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Treasurer's Office **Receiving Department:** Treasurer's Office

DATE: April 21, 2021

Please consider this request to transfer up to 40 hours of accrued sick leave. No single donation should exceed 40 hrs.

This request is # 1 of # 1. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 4/19/2021 Through: 4/23/2021

Anticipated return: 4-26-2021

From: 602896 To: 687771
Employee Number Employee Number

Rachael Innes
Department Head Approval

Rachael Innes
Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☐ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

RF 4/23/21

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

NORTHEAST WYOMING
REGIONAL AIRPORT

2000 Airport Road, Suite 108
Gillette, WY 82716

www.iflygillette.com

Office (307) 686-1042
Fax (307) 686-1471

Northeast Wyoming Regional Airport
Social Media & Networking Proposal

The airport requests permission to implement a Facebook account with the proposed name "Northeast Wyoming Regional Airport". Upon successful implementation of this account and with proper training the airport will proceed forward with implementation of an Instagram and YouTube account.

The Marketing Coordinator will be responsible for administration and content management of the site and the Executive Director and Director of Operations will serve as backup in case the need may arise. Information and images regarding the airport, aviation, and other airport related interests will be posted. The airport will strive to post to the page at least twice per week. This goal will not happen immediately, but it is anticipated as the page gains popularity the content will grow and postings will become more frequent. At no time will postings to the page fall below two times per month. Staff will monitor the site daily including weekends, holidays, and during crisis events. While being difficult to estimate the amount of time it will take to monitor the Facebook page it will be expected that staff will dedicate at least 15-30 minutes daily to this task.

In addition to the proposed Facebook page the airport has recently unveiled a new website www.iflygillette.com. The Facebook page will cover similar information to the website; however, the content will not be identical. There will be a link on the website to direct users to our Facebook page and vice-versa from the Facebook page to our website. While we are not opposed to linking our Facebook page to the county's website, it makes no logical sense as the airport has a website that is separate from that of the county.

In accordance with Policy 508 Social Media Use "Content developed for approved social media uses shall be located and linked to the County's official website (www.ccgov.net) and must be identified with the name "Campbell County" and incorporate the county logo as part of the identifying image". The airport is in a unique situation with our identifying name and logo unique to the Northeast Wyoming Regional Airport. As a part of this proposal the airport request an exception to the policy as our Facebook account would be listed under "Northeast Wyoming Regional Airport" and portray our logo as it an important part of the airport brand. A proposed solution to this caveat would be to mention that the airport is a department within the Campbell County Government and place the link to the county website within the Facebook page in the "about" area of the page and showcase the county logo within that area as well.

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEMENT FORM

Name: Shelly Besel **Title:** Marketing Coordinator

Employee # [redacted] **Department:** Airport

Justification:
Facebook, Instagram and YouTube are strategic marketing tools that allow the airport to easily communicate with the community, region and our passengers, grow our encatchment area, and showcase our services.

Authorized to access the following County websites, social media pages, and social networking sites:
Facebook, Instagram and YouTube

I have received the Social Media Use Guideline, and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activates including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

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I agree to abide by all procedures as set forth by the Social Media Use Guideline when accessing, posting, or publishing content on County websites, County-approved social media pages, or social networking activities. I acknowledge that any violation of the responsibilities, or guidelines outlined in this policy, or in any future modified policies, can be grounds for disciplinary action, up to and including termination of my employment.

Shelly Besel — Shelly Besel — 4-13-2021

Printed Name (Signature) (Date)

Approved by Department Director: [signature] 4/13/2021

(Signature) (Date)

Administrative Director

Public Information Coordinator Recommendation: ☒ **Approve** ☐ **Deny** [signature] 4/29/21

(Signature) (Date)

Approved by Commissioners: _____

(Signature) (Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEEMENT FORM

Name: Robert Henning **Title:** Museum Director

Employee #: [redacted] **Department:** Museum

Justification: To promote and advance the mission of the Rockpile Museum using free platforms that the public frequent.

Authorized to access the following County websites, social media pages, and social networking sites:

Facebook, Instagram, YouTube, Twitter

I have received the Social Media Use Guideline (Guideline 508 in the Personnel Guidelines Handbook), and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activates including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

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Robert Henning
Printed Name

Robert A. Henning 4/20/21
(Signature) (Date)

Approved by Department Director: Robert A. Henning 4/20/21
(Signature) (Date)

Admin Director
~~Public Information Coordinator~~ Recommendation: Approve Deny Adal Deegan 4/21/21
(Signature) (Date)

Facebook Instagram & YouTube per policy

Approved by Commissioners: _____
(Signature) (Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEEMENT FORM

Name: Stephan P Zacharias

Title: Museum Educator

Employee # [redacted]

Department: Rockpile Museum

Justification:

Authorized to access the following County websites, social media pages, and social networking sites:

Facebook, Instagram, YouTube

I have received the Social Media Use Guideline (Guideline 508 in the Personnel Guidelines Handbook), and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activates including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

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Stephan P Zacharias — 04/20/21

Printed Name (Signature) (Date)

Approved by Department Director: Robert A. Lang 4/20/21

(Signature) (Date)

Admin Director

Public Information Coordinator Recommendation: Approve Deny Carol Logan 4/21/21

Facebook, Instagram, YouTube per policy

(Signature) (Date)

Approved by Commissioners: _____

(Signature) (Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEEMENT FORM

Name: Cara Reeves

Title: Museum Assistant

Employee #: [redacted]

Department: Museum

Justification:

To promote museum collections, events/programs, and exhibits

Authorized to access the following County websites, social media pages, and social networking sites:

County Website (Museum), Facebook, YouTube

I have received the Social Media Use Guideline (Guideline 508 in the Personnel Guidelines Handbook), and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activates including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

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Cara Reeves
Printed Name

Cara Reeves
(Signature)

04/20/2021
(Date)

Approved by Department Director: Robert A. Lenz
(Signature)

4/20/21
(Date)

Admin Director
Public Information Coordinator Recommendation: Approve **Deny**

Ariel Dyer
(Signature)

4/21/21
(Date)

Facebook, Instagram & YouTube per policy

Approved by Commissioners: _____
(Signature)

(Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.

The following page(s) contain the backup material for Agenda Item: 9:15 National Day of Prayer Proclamation

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

NATIONAL DAY OF PRAYER 2021

RESOLUTION NO. 2078

WHEREAS, the history of our nation is indelibly marked with the role that prayer has played in the lives of individual Americans and indeed the United States as a whole; and

WHEREAS, our greatest leaders have always turned to prayer in times of crisis; and

WHEREAS, we acknowledge that prayer is a profoundly personal experience. How it finds expression depends on our individual dispositions, as well as on our religious convictions; and

WHEREAS, the virtues of prayer have a common bond, our hope and aspirations; our sorrows and fears; and most profound remorse and renewed resolve; our thanks and joyful praise; and most importantly our love, all turned toward God; and

WHEREAS, we join with our President and Governors of the United States and invite all citizens of Campbell County to join us in earnest prayer for our Nation and our State.

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Board of Commissioners do hereby proclaim May 6, 2021 as "National Day of Prayer." This year's theme prays "Lord pour out your LOVE, LIFE, and LIBERTY" from verse, 2 Corinthians 3:17 "*Now the Lord is the Spirit, and where the Spirit of the Lord is, there is Liberty*." In observance of the 70th National Day of Prayer, we encourage our fellow citizens to join in prayer, asking that God's light may illuminate the minds and hearts of our people and our leaders, so that we may meet the challenges that lie before us with courage, wisdom and justice.

RESOLVED this 4th day of May 2021.

BOARD OF COUNTY COMMISSIONERS

CAMPBELL COUNTY, WYOMING

_____	_____
Bob Maul, Chairman	Rusty Bell
_____	_____
D.G. Reardon	Del Shelstad
_____	ATTEST:_____
Colleen Faber	Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: 9:25 Tax Data Conversion Contract

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Information Technology Services
500 S Gillette Ave Suite B700
Gillette, WY 82716
307-682-7860 307-687-6419

Memo: Summary of concerns expressed by Campbell County Assessor and Treasurer offices.

To: Troy Clements, Phil Harvey, Rachael Knust, Carol Seeger

Summary of Concerns

We have had meetings with Troy Clements, Rachael Knust, Justin Penning, Phil Harvey, and myself (Rocky Marquiss). The following were topics of concerns that were discussed.

1.) We have converted ten (10) years of history of property taxes into Tyler's Tax-wise product. Troy and Rachael expressed that there is a need to bring more data from our current system into Tax-wise.

2.) The development of an online property search to replace the current solution. This is a requirement because the current platform will be phased out as we implement the Tyler products.

As a follow up to these topics the following actions have been taken as of March 11, 2021:

1.) We have received an estimate from Tyler for their services. These costs have been forwarded to Troy Clements. Tyler did relay to us that they would not be able to provide these services until 2022.
   a. Tyler did express that they would not be able to provide the conversion service until 2022. If we want to get on their schedule, we will need to let them know that we will be proceeding with this project or we might be delayed even further.

2.) We have purchased a development tool. Justin Penning and I will be attending training in April and May to get up to speed on how to use it.

Action items at this point:

1.) We will need to commit to Tyler that we will proceed with the data conversion project. If 2021 is already filled up, we can expect the project to be pushed back to 2023 if we have an extended wait.

2.) This has already been addressed under actions taken.

Carol J. Seeger

From: Troy D. Clements
Sent: Monday, April 12, 2021 3:58 PM
To: Robert L. Maul; Rusty R. Bell; Del L. Shelstad; Colleen D. Faber; Daniel G. Reardon
Cc: Carol J. Seeger; Phil Harvey; Rocky A. Marquiss; Rachael E. Knust
Subject: Tyler Quote
Attachments: doc02046020210412154449.pdf

Good afternoon commissioners,

Rocky received a quote/contract from Tyler to do the tax data conversion for history purposes. They cannot get to the project until January or February of 2022, but would like to have a contract signed to lock in the date. It was originally estimated at $10,000, but the contract amount is $8,750, with no down payment or money upfront.

I have visited with Susan and she believes the money would come from the Tyler account at the time of conversion, beings it is a Tyler related project.

Please see the attached contract for your consideration.

I will be out of the office from April 13th-19th, so if you have any questions in the meantime please contact either Rocky or Rachael.

Sincerely,
Troy

Proposal

Local Government Division

Remote Services

Tax Data Conversion

Presented to:

Rocky A. Marquiss
Programmer Analyst, Campbell County ITS
Campbell County
500 S Gillette
Gillette, WY
(307) 682-7268
ram23@ccgov.net

Proposal date:

April 2, 2021

Submitted by:

Erin Walker
800-554-4434
Erin.Walker@tylertech.com

Tyler Technologies
Local Government Division
5519 53rd Street
Lubbock, Texas 79414

Investment Summary

Rocky A. Marquiss
Campbell County
April 2, 2021

Cost Breakdown

Proposal Valid for 120 days

Professional Services	Cost
Tax Data Conversion Services	8,750
	8,750
Project Total	8,750

Please see page 4 for payment terms

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Client Approval:_____

Date:_____

Print Name:_____

PO#:_____

Professional Services

Rocky A. Marquiss
Campbell County
April 2, 2021

Application Professional Services Summary	Services
Services	
Tax Data Conversion Services	8,750
Services Total	**8,750**

Services Breakdown	QTY	Services
Tax Suite		
Tyler Technologies will provide remote services to Campbell County Treasurer/Assessor's office as follows:		8,750

Campbell County, WY request to convert their older TAX data, in 2 batches.
1. 2001 – 2010
   a.Estimated hours and cost – 26 hours, $6570
   b.Refactor conversion programs and convert the data.
2. 1983 – 2000
   a.Estimated hours and cost – 9 hours, $2180
   b.Convert the data.

Scope of Work

Campbell County responsibilities:

- **Provide the TAX data in exactly the same data format as provided in their LIVE conversion.**
- Only new TAX data that was not included in the original LIVE conversion will be converted. No additional bills for years already converted.
- **The data does not include any duplication of the Parcel #/ Tax ID field.**
- All data balancing. Tyler Implementation will not be providing this service, as they did with the Go Live conversion. Tyler Tax-Wise will provide list of suggested reports to run.
- Any additional manual table setup such as Levy District tables, etc.Tyler Implementation will not be providing this service, as they did with the Go Live conversion.
- **Any additional data "massaging"** for Certificate of Purchase data.

Data Tyler Technologies agrees to convert:

- The tax detail (billing statements and payments) Parcel, owner, address, tax amount, interest amount, date paid, etc.
- The misc codes.
- The CP/CR data.

NOTE:
Client is aware the work likely will be targeted for 2022. Their preference is Jan / Feb.

Tax Suite Total	**8,750**

Existing Client Terms

Rocky A. Marquiss
Campbell County
April 2, 2021

Existing Client Terms

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

License fees for Tyler and third party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available for download by the Client;

Fees for hardware are invoiced upon delivery;
Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;

Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

Implementation and other professional services fees shall be invoiced as delivered.

Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.

Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option.

Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.

Expenses associated with onsite services are invoiced as incurred.

The following page(s) contain the backup material for Agenda Item: 9:30 Early Head Start COVID-19 Funds Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist, no later than seven business days prior to the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: May 4, 2021

Grant Fiscal Year: 2021 Period of Performance: April 1, 2021 - March 31, 2023

Grant Project Name: Early Head Start - Coronavirus Aid, Relief, and Economic Security Act Funds

Funding Agency: ACF - Office of Head Start

CFDA #: 93.600 Circle One: FEDERAL/ STATE/ LOCAL/ OTHER Funding: Federal

Application Due Date to Funding Agency: April 9, 2021

Campbell County Department Applying for Grant: Children's Developmental Services

Grant Amount Request: $10,835 Business Unit where Grant is Budgeted: _____

Match Amount Request: $0 Match Sources: N/A

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County: These funds will support the program's unanticipated expenses and efforts to prevent, prepare, and respond to COVID-19.

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over? _____

Office Use Only:

Grants Specialist Review: 4/27/21

Revisions Required: n/a

Revisions Received: _____

Commissioner Approval Date: _____ Date Returned to Department: _____

Children's Developmental Services of CAMPBELL COUNTY

Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
1801 South 4-J Road
Gillette, WY 82718
phone 307.682.2392
fax 307.682.8463
http://www.ccgov.net/cds

MEMORANDUM

TO: Board of Campbell County Commissioners
FROM: Bob Tranas, Director – Children's Developmental Services
RE: Early Head Start COVID-19 Funds
DATE: 4/27/2021

Children's Developmental Services is requesting your consideration for approval of funds in the amount of $10,835. These funds have been made available to us through the Coronavirus Aid, Relief, and Economic Security Act with a purpose of preventing, preparing for, and responding to COVID-19.

I will be available for questions as you consider this funding request.

Thank you for your time and consideration.

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier: 08HET001826

5a. Federal Entity Identifier: N/A

5b. Federal Award Identifier: 08HET001826

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: CAMPBELL, COUNTY OF

* b. Employer/Taxpayer Identification Number (EIN/TIN): 836000103

* c. Organizational DUNS: 071413140

d. Address:

* Street1: 1801 S 4J Rd
Street2:
* City: Gillette
County/Parish: Campbell County
* State: WY: Wyoming
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 82718-5201

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: Robert
Middle Name:
* Last Name: Tranas
Suffix:

Title: Executive Director

Organizational Affiliation:

* Telephone Number: (307) 682-2392
Fax Number:

* Email: RJT70@ccgov.net

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

OHS-HE-21-025

* Title:

NCN Announcement - Region 08 - HE - 2021 - April

13. Competition Identification Number:

OHS-HE-21-025-092034

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County, WY including the cities of

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: WY-001

b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: 04/01/2021

* b. End Date: 03/31/2023

18. Estimated Funding ($):

* a. Federal	10,835
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	10,835

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Robert

Middle Name:

* Last Name: Maul

Suffix:

* Title: CDS County Commissioner, Chairman

* Telephone Number: (307) 682-7283 Fax Number:

* Email: rlm01@ccgov.net

* Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. HSSCO Operations: Operations	93.600	$	$	$ 10,835	$ 0	$ 10,835
2.						
3.						
4.						
5. Totals		$ 0	$ 0	$ 10,835	$ 0	$ 10,835

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
	HSSCO Operations: Operations				
a. Personnel	$	$	$	$	$ 0
b. Fringe Benefits					0
c. Travel					0
d. Equipment					0
e. Supplies					0
f. Contractual					0
g. Construction					0
h. Other	10,835				10,835
i. Total Direct Charges (sum of 6a-6h)	10,835				$ 10,835
j. Indirect Charges					$ 0
k. TOTALS (sum of 6i and 6j)	$ 10,835	$	$	$	$ 10,835
7. Program Income	$	$	$	$	$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. HSSCO Operations: Operations	$	$	$	$ 0
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 0	$ 0	$ 0	$ 0

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 0	$	$	$	$
14. Non-Federal	$ 0				
15. TOTAL (sum of lines 13 and 14)	$ 0	$ 0	$ 0	$ 0	$ 0

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

The following page(s) contain the backup material for Agenda Item: 9:35 FY21 Congestion Mitigation Air Quality Program (CMAQ) Agreement

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: CMAQ21406 Contract

DATE: 04/28/2021

Attached you will find a contract for the Congestion Mitigation Air Quality Program for the FY2021. The purpose of this agreement is to set forth the respective relationships and responsibilities of Campbell County in the administration of the CMAQ funds. The funds are used to purchase dust suppression materials to cover certain Campbell County roads. The roads covered by this grant funding are the Black and Yellow Road, Savageton Road, Clarkelen Road and Turnercrest Road. The grant award amount is $243,750.00, of which the grant will cover 80% ($195,000), and county matching funds will cover the additional $48,750.00. These are Federal Funds (CFDA #20.205). HR/RISK, County Attorney's Office and Grants have reviewed this document and did not require any revisions to be made.

The Road and Bridge Director will be presenting this contract.

Thank you!

FY2021
Congestion Mitigation Air Quality Program
SUBRECIPIENT AGREEMENT
BETWEEN THE
WYOMING DEPARTMENT OF TRANSPORTATION
AND
CAMPBELL COUNTY

Federal Award Information - Required by 2 CFR § 200.332

Subrecipient Name: Campbell County

Subrecipient DUNS: 071413140

Federal Award Identification Number (FAIN): To be provided via agreement update letter

Federal Award Date: To be provided via agreement update letter

Period of Performance Start and End Date: Term Start Date through December 31, 2023

Budget Period Start and End Date: Term Start Date through September 30, 2024

Federal Award this Agreement: $195,000.00

Total Federal Award to Subrecipient: $195,000.00

Total Federal Award: $243,750.00

Awarding Federal Agency: Federal Highway Administration

Federal Highway Administration: Wyoming Division Office
Telephone: (307) 772-2101
Email: HDAWY@dot.gov

Pass-through Agency: Wyoming Department of Transportation (WYDOT)

WYDOT Program Mgr.: David Herdt
Telephone: 307-777-4862
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Subrecipient Contact: Kevin Geis
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WYDOT Contact for Confirmation of Funds:
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Assistance Listing No.: 20.205

Assistance Listing Title: Highway Planning and Construction

Research and Development: No

Indirect Cost Rate (ICAP): N/A

Project Name: FY21 Campbell County Dust Suppression

Recipient County: Campbell

Agreement No.: CD 0.00 CM21406

Project No.: CM21406

1. **Parties.** The parties to this Agreement are the Wyoming Department of Transportation (WYDOT), whose address is: 5300 Bishop Blvd., Cheyenne, Wyoming 82009, and Campbell County (Subrecipient), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716.

2. **Purpose.** This is a subaward of federal financial assistance from WYDOT to the Subrecipient. The purpose of this Agreement is to set forth the respective relationships and responsibilities of the Subrecipient and WYDOT in the administration of the Wyoming Congestion Mitigation Air Quality Program. All work covered by this Agreement shall comply with the standards of the Americans with Disabilities Act of 1990 (ADA).

3. **Term of the Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of this Agreement is from January 1, 2021 or the Effective Date, whichever is later (Term Start Date), through September 30, 2024. The Subrecipient's Budget Period is from the Term Start Date, through September 30, 2024. The Subrecipient's timeframe to complete the work under this Agreement (Period of Performance) is from the Term Start Date through December 31, 2023.

4. **In consideration of the mutual covenants herein set forth, WYDOT and the Subrecipient agree as to the following General Conditions:**

A. **Project Scope.** The Subrecipient shall undertake and complete the Project as described and set forth below and in the "Project Description" section of Attachment A, the project Subrecipient's CMAQ application, dated August 4, 2020, which is attached to and incorporated into this Agreement by this reference, and in accordance with terms and conditions of this Agreement.

(i) Project Description. CMAQ funds for the chemical dust suppression of various county roads at the locations shown on Attachment B, Map, which is attached to and incorporated into this Agreement by this reference.

(ii) Responsibility of Subrecipient. Subrecipient shall:

(a) Complete all administrative requirements, including having at least one Local Project Administration (LPA) Certified staff member;
(b) Select consultants based on qualifications, utilizing WYDOT's help if needed;
(c) Submit Plans, Specifications and Estimates along with bid documents to WYDOT Local Government Coordination (LGC) Office for review and concurrence prior to project advertisement;
(d) Submit bid tabulations to WYDOT LGC Office for review and concurrence prior to awarding project;
(e) Monitor project progress and submit reimbursement requests to WYDOT's LGC Office at least once per quarter; and
(f) After final bill is paid, submit it for reimbursement to WYDOT LGC Office with Completion and Acceptance Certificate

(iii) Responsibility of WYDOT. WYDOT will:

(a) Assist with consultant selection process;

(b) Review plans and specifications for compliance prior to advertisement;
(c) Review bid tabulations prior to project being awarded;
(d) Provide ongoing support through construction, including possible site inspections and reimbursement processing; and
(e) Ensure project acceptance and completion and process final reimbursement

B. Period of Performance. The Period of Performance shall be from the Term Start Date through December 31, 2023 and shall allow ninety (90) days for project closeout beyond completion of physical work on the project. The Subrecipient shall commence and complete the project in a professional, economical and efficient manner. Project work shall commence upon receipt of a Notice to Proceed. Costs incurred prior to the Notice to Proceed and after the Budget Period will not be eligible for reimbursement. The Notice to Proceed shall be issued by WYDOT once the Agreement has been executed by both parties, an Authorization for Expenditure (AFE) is issued by WYDOT, all environmental work has been completed, and any additional requirements of the Federal Highway Administration (FHWA) have been completed. In the event of unusual or unexpected project delay, the Subrecipient may submit a request to WYDOT for an extension of time to complete the project. The request shall be in writing to WYDOT's LGC Office. Failure of the Subrecipient to perform its duties within the time frame herein agreed to may constitute a termination of Agreement, at WYDOT's discretion. If the project is terminated, the Subrecipient shall return to WYDOT any and all federal funds that have been paid to the project Subrecipient.

C. Design Review and Approval and Consultant Selection. All project designs to include engineering, architectural and landscape architectural plans, specifications and required federal provisions (Contract Documents) shall be prepared under the supervision of a qualified professional engineer or architect licensed to perform such work in the State of Wyoming. An appropriate level of environmental, historical and/or the Transportation Act Sec. 4(f) review and mitigation statement shall be submitted to the WYDOT LGC. A Categorical Exclusion issued by the Federal Highway Administration, if applicable, is required prior to the Subrecipient's construction contract award. Projects completed within existing right-of-way may be eligible for inclusion in the Programmatic Categorical Exclusion issued by WYDOT Environmental Services. The WYDOT LGC Office shall receive a copy of such plans and project Contract Documents and review and approve the same prior to the Subrecipient's proceeding with construction bidding, contracting or other construction authorization under this Agreement. Contract procedures shall be compliant with 23 Code of Federal Regulations (CFR) 635 Subpart A. The consultant selection process shall comply with the Brooks Act, 40 United States Code (U.S.C.) 1101 *et seq.* with guidance included in WYDOT Operating Policy 40-1.

D. Federal and State Required Contract Provision. The Subrecipient shall determine which of the following provisions are applicable and shall ensure compliance with all applicable provisions:

(i) Environmental Documentation: Contract Documents shall include the appropriate level of environmental review and analysis in accordance to 23 CFR 771, to include mitigation assessment where required.

(ii) National Historic Preservation Act (106 process): for projects involving historic or archaeological sites, the Contract Documents shall include the appropriate review and mitigation assessment.

(iii) Design Exceptions: Contract Documents must note any design exceptions; no exceptions are available for compliance with the American with Disabilities Act (ADA).

(iv) Patented and Proprietary Products: contracts requiring the use of a patented or proprietary material, specification, or process, shall be prohibited unless: the item is purchased or obtained through competitive bidding with equally suitable unpatented items, or WYDOT certifies through a public interest finding that the patented or proprietary item is: necessary for synchronization with existing facilities or a unique product for which there is no equally suitable alternative.

(v) Buy America Provisions: requires the use of American steel and iron products, when specified in accordance to 23 CFR 635.410.

(vi) Disadvantage Business Enterprises (DBE): DBE efforts shall be included in the project file, using the Form "E-91LPA" to document the bid solicitation, and to assure that the action taken is in compliance with this request. Written proof of compliance to this request should be available when requested.

(vii) Required Federal Contract Provisions: Attachment C, FHWA Form1273 provisions, which are attached to and incorporated into this Agreement by this reference, shall apply to all work performed under this Agreement, including work performed by subcontract. All Contract Documents shall include Form FHWA-1273 provisions. The Form FHWA-1273 provisions are required to be physically incorporated into each subcontract and subsequent lower tier subcontracts and shall not be incorporated by reference. The prime contractor is responsible for compliance with the Form FHWA-1273 requirements by all subcontractors and lower tier subcontractors. Failure to comply with the Required Contract Provisions may be considered as grounds for contract termination. Furthermore, failure to incorporate the Form FHWA-1273 into all subcontracts or failure to comply with the requirements of Section IV, Payment of Predetermined Minimum Wage and Section V, Statements and Payrolls, may be considered as grounds for debarment under 29 CFR 5.12.

(viii) Contractor and subcontractor Certification for Suspension and Debarment.

(ix) Manual of Uniform Traffic Control Devices (MUTCD): signing and pavement striping of public roads must meet MUTCD criteria. Projects which intersect with public roadways must be appropriately signed during

the construction stage. Permanent safety signing should be identified on a separate plan sheet in the Contract Documents.

(x) Labor Rates: Contract Documents must include provisions for the compliance with Davis-Bacon as outlined in the Form FHWA-1273.

(xi) Equipment/Materials/Labor Cost Determination: unless supported by appropriate cost effectiveness determination, the use of public owned equipment, material or labor will not be allowed. To be eligible, such costs must comply with effective hourly schedules and supported by a Public Interest Finding.

(xii) Domestic Preferences for Procurement: Requires a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products) in accordance to 2 CFR 200.322.

(xiii) Prohibition of Certain Telecommunications and Video Surveillance Services or Equipment: Prohibits procuring, obtaining, extending, renewing or entering into contracts for equipment or services from manufacturers listed in 2 CFR 200.216.

(xiv) Never Contract with the Enemy: Federal awarding agencies and recipients are subject to the regulations implementing Never Contract with the Enemy in 2 CFR part 183. The regulations in 2 CFR part 183 affect covered contracts, grants, and cooperative agreements that are expected to exceed fifty thousand dollars ($50,000.00) within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities in accordance to 2 CFR 200.215.

E. **Prohibited Interest.** No member, officer or employee of the Subrecipient during his tenure or one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

F. **Project Abandonment.** Should the Subrecipient abandon the project prior to completion, or if the project is not let to construction within two (2) years of the completion of the design due to the delay or actions by the Subrecipient, the Subrecipient shall reimburse WYDOT for the entire cost, including any Federal Aid portion of the work completed at the time of abandonment.

G. **Project Administration.** Project administration must be performed by a public employee to be in responsible charge. The Subrecipient shall appoint a public employee as the project administrator who is accountable for the project. The project administrator shall have a current certification from WYDOT under the WYDOT LPA Certification Program. Any costs incurred as a result of the work completed by the project administrator, or supplies and other related costs, shall be included as overhead to the Subrecipient and are not reimbursable under this award, unless the Subrecipient has a WYDOT approved Indirect Cost rate.

Project administration costs incurred on activities related directly to any professional services to include Architectural/Engineering (A/E) contracts entered into for this individual award are eligible for reimbursement under this program on an eighty to twenty (80/20) percent matching ratio and must remain within the total project cost. Reimbursements for the federal portion of the project— eighty percent (80%)— shall be submitted on WYDOT LPA Cost Reimbursement Form, signed by the authorized Subrecipient representatives and approved by the WYDOT LGC Office.

H. **Project Contracting and Construction.** Project work shall be performed by individuals, partnerships, corporations or other business entities who are duly qualified to do business in the State of Wyoming and who have secured all licenses and permits required by applicable state laws, county regulations, and city ordinances. Upon notification of WYDOT approval of the project design documents, issuance of a Categorical Exclusion (if applicable), and a written Notice to Proceed, the Subrecipient may proceed with open, public competitive bidding for project construction. Such project bidding shall follow accepted municipal and county bidding procedures, including public advertising and be compliant with 23 CFR 635 Subpart A. Since federal funds are involved in the project, no in-State preference will apply for materials, labor, contracts or subcontracts. Bid analysis shall be performed to ensure balanced unit bidding. Once this analysis is completed, the Subrecipient shall make recommendation to WYDOT of low responsible and responsive bidder for WYDOT concurrence prior to contract award. WYDOT reserves the right to review all contract bids prior to contract award. Extra work and claims must be within the scope of contract.

I. **Project and Final Inspections.** Project inspections shall be conducted by the Subrecipient or authorized representatives. WYDOT representatives may inspect the project at their discretion. The Subrecipient shall notify WYDOT of final inspection and a WYDOT representative may accompany the Subrecipient's representative on the final inspection. Prior to the final payment (normally the final ten (10) percent), the Subrecipient shall notify WYDOT that the project has been completed in substantial conformance with the plans and specifications, including compliance with Wyo. Stat. § 16-6-116—Final Settlement and Payment. Additionally, the Subrecipient shall complete WYDOT Acceptance Certificate and Final Completion Form, which shall accompany the final reimbursement payment request.

J. **Project Funding.** Federal funding for this project shall not exceed one hundred ninety-five thousand dollars ($195,000.00). In accordance with WYDOT's policies, a program match requirement of eighty percent (80%) of federal and twenty percent (20%) local share of the project costs shall apply. Project total cost exceeding project estimate of two hundred forty-three thousand seven hundred fifty dollars ($243,750.00) (including local match) shall be borne by the Subrecipient.

CMAQ is funded on a reimbursement basis. No funds shall be paid by WYDOT prior to being paid first by the Subrecipient. All requests for payment must be submitted to WYDOT's LGC Office on the LPA Cost Reimbursement Form that will be supplied to the Subrecipient. Reimbursement requests must also include all applicable supporting documentation including: copies of invoices to be reimbursed and proof of payment by the Subrecipient. The Cost Principles found in 2 CFR 200 – Subpart E apply to this award. WYDOT will make payment to the Subrecipient within thirty (30) days of receipt of a complete and approved reimbursement request.

Reimbursement requests will be accepted on a monthly basis and must be submitted no less frequently than once every three (3) months in order for the project to remain active and to avoid the risk of federal funds being rescinded. If no financial activity occurs in a given quarter, the Subrecipient shall notify WYDOT's LGC Office in writing of the status and schedule of the project.

This Agreement is required to comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. As the prime recipient of these funds, WYDOT will report the required information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The FFATA requires any person or entity receiving contract or grant funds directly from the federal government to report certain information regarding those funds through a centralized website, www.fsrs.gov. The law requires that you provide your Data Universal Numbering System (DUNS) number to WYDOT. This requirement means you need to be registered with DUNS and Bradstreet. Instructions for this process can be found at www.dnb.com. Additional information regarding this Act may be found at the following sites:

http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf
and
http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf.

The Subrecipient may elect to use land, either wholly owned or donated, as part match for the project. The land must become part of the project, and would fulfill part/all of the match requirements of the Subrecipient. If the land is to be donated, that action must take place after execution of this Agreement, must be from a private donor and must be for exclusive use of the Project noted above in Section 4(A) of this Agreement. If the Subrecipient accepts the donation of land, the land value used to offset the match may not exceed the twenty percent (20%) match requirement, regardless of the appraised value of the land. The donation of land must be supported by a formal land appraisal completed by a professional land appraiser certified by the Wyoming State Appraiser Board. A copy of the executed deed with the land description must be included with the appraisal.

K. Project Maintenance. Project maintenance and perpetual care shall be the responsibility of the Subrecipient. The Subrecipient shall be responsible for the cost

of removal and replacement of any or all encroachments within WYDOT's right-of-way if the right-of-way is needed for highway purposes, including any highway re-construction or maintenance activity that impacts the encroachment.

L. **Public Interest Finding.** If the Subrecipient elects to use force account work (materials and/or labor) as its local match or a portion of its local match, such a determination requires the Subrecipient to make a finding in the public interest. In inquiry into the public interest finding cannot exceed fifty thousand dollars ($50,000.00). Requests for Force Account Work shall be evaluated in accordance to 23 CFR 635 Subpart B. Prior to the use of Force Account Work, the Subrecipient must complete a Public Interest Finding on WYDOT Form LGC-PIF (included in Subrecipient's Project Packet). WYDOT Form LGC-PIF must be submitted by the Subrecipient for approval by the WYDOT LGC Office.

M. **Records Retention.** The Subrecipient shall keep records and audit reports on file for three (3) years after the project is complete.

N. **Restrictions, Prohibitions, Controls and Labor Provisions**

(i) Equal Employment Opportunity. In connection with the carrying out of the Project, the Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, national origin or disability. The Subrecipient shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, age, national origin or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(ii) Disadvantaged Business Enterprise Requirements.

(a) Policy. It is the policy of WYDOT that Disadvantaged Business Enterprises (DBE), defined as minority business enterprises and woman business enterprises, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement.

(b) DBE Obligation. The Subrecipient or its contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this Agreement. In this regard, the Subrecipient shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. The Subrecipient and their contractors shall not discriminate on the basis

of race, color, national origin, or sex in the award and performance of WYDOT assisted Contracts.

(iii) Title VI Civil Rights Act of 1964. The Subrecipient shall comply and shall assure the compliance by contractors and subcontractors under this Project with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. 2000d), the Regulations of the Department of Transportation (DOT) issued there under, 49 CFR Part 21, and the Assurance by the Subrecipient pursuant thereto.

(iv) Compliance with Elderly and Disabled Regulations. The Subrecipient shall comply with applicable regulations regarding transportation for Elderly and Disabled persons, set forth in 49 CFR Part 27 and the Americans with Disabilities Act of 1990.

O. Right-of-Way and Utilities. Prior to proceeding with project bidding, the Subrecipient must submit to the WYDOT LGC Office a completed Right-of-Way and Utility Certificate, if applicable, indicating clearance of right-of-way and utilities for the project. Right-of-Way and Utility Clearance is the Subrecipient's responsibility. All acquisition of private property and relocation of displaced individuals and businesses shall be in accordance with: Wyo. Stat. § 1-26-501, *et seq.*—the Wyoming Eminent Domain Act; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646; and the regulations of 49 CFR Part 24.

5. Special Provisions

A. Assumption of Risk. The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. WYDOT shall notify the Subrecipient of any state or federal determination of noncompliance.

B. Conflict of Interest. Per 2 CFR 200.112, the Subrecipient must disclose in writing any potential conflict of interest to WYDOT including financial or other personal interests.

C. Environmental Policy Acts. The Subrecipient agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

D. Human Trafficking: As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:

(i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(ii) Procures a commercial sex act during the period of time that the award is in effect; or

(iii) Uses forced labor in the performance of the award or subawards under the award.

E. **Kickbacks.** The Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If the Subrecipient breaches or violates this warranty, WYDOT may, at its discretion, terminate this Agreement without liability to WYDOT, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

The Subrecipient shall comply with the Copeland Anti-Kickback Act (18 U.S.C. § 874)
as supplemented in the Department of Labor Regulations (29 CFR, Part 3). This Act provides that the Subrecipient is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works to give up any part of the compensation to which he or she is otherwise entitled.

F. **Limitations on Lobbying Activities.** By signing this Agreement, the Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by the Subrecipient or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

The Subrecipient and subcontractors may also be required to submit an additional certification statement and disclosure form acceptable to WYDOT before commencement of the work.

G. **Mandatory Disclosures.** Per 2 CFR 200.113, the Subrecipient must disclose, in a timely manner, in writing to WYDOT all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in remedies for noncompliance including suspension or debarment.

H. **Monitoring Activities.** WYDOT shall have the right to monitor all activities related to this Agreement that are performed by the Subrecipient or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers,

documents, papers, and records pertinent to this Agreement; and, to observe personnel in every phase of performance of the related work.

I. **Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

Federal law requires the Subrecipient to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars ($10,000.00) so that such provisions are binding on each subcontractor.

J. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.

K. **Publicity.** Any publicity given to the projects, program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Subrecipient and related to the services and work to be performed under this Agreement, shall identify WYDOT as the sponsoring agency and shall not be released without prior written approval of WYDOT.

L. **Suspension and Debarment.** By signing this Agreement, the Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, the Subrecipient agrees to notify WYDOT by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.

M. **Administration of Federal Funds.** The Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 CFR Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by WYDOT.

N. **Copyright License and Patent Rights.** The Subrecipient acknowledges that federal grantor, the State of Wyoming, and WYDOT reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which the Subrecipient purchases ownership using funds awarded under this Agreement. The Subrecipient must consult with WYDOT regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.

O. **Federal Audit Requirements.** The Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars ($750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 CFR Part 200, Subpart F. If findings are made which cover any part of this Agreement, the Subrecipient shall provide one (1) copy of the audit report to WYDOT and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to WYDOT's records.

P. **Non-Supplanting Certification.** The Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. The Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.

Q. **Program Income.** The Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of WYDOT. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to WYDOT.

6. **General Provisions**

A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.

B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

C. **Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of WYDOT.

D. **Audit and Access to Records.** WYDOT and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall immediately, upon receiving written instruction from WYDOT, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by WYDOT.

E. **Availability of Funds.** Each payment obligation of WYDOT is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by WYDOT at the end of the period for which the funds are available. WYDOT shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to WYDOT in the event this provision is exercised, and WYDOT shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

F. **Award of Related Contracts.** WYDOT may award supplemental or successor contracts for work related to this Agreement or may award contracts to other contractors for work related to this Agreement. The Subrecipient shall cooperate fully with other contractors and WYDOT in all such cases.

G. **Certificate of Good Standing.** The Subrecipient shall provide to WYDOT a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that the Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Agreement. The Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's Office are up-to-date before signing this Agreement.

H. **Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.

I. **Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations,

reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by WYDOT for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify WYDOT within ten (10) days of such request and shall not release such information to a third party unless directed to do so by WYDOT.

J. **Entirety of Agreement.** This Agreement, consisting of twenty (20) pages; Attachment A, Project Description, consisting of one (1) page(s); Attachment B, Map, consisting of two (2) page(s); Attachment C, Form FHWA-1273, consisting of fourteen (14) pages, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.

K. **Ethics.** The Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing the Subrecipient's profession.

L. **Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by WYDOT and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.

M. **Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

N. **Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

O. **Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an

employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or WYDOT or to incur any obligation of any kind on the behalf of the State of Wyoming or WYDOT. The Subrecipient agrees that no health/hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.

P. Insurance Requirements.

(i) During the term of this Agreement, the Subrecipient shall obtain and maintain, and ensure that each contractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.

(ii) All policies shall be primary over any insurance or self-insurance program carried by the Subrecipient or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Subrecipient or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Subrecipient shall provide Certificates of Insurance to WYDOT verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to WYDOT. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, WYDOT may, at WYDOT's option, obtain and maintain, at the expense of the Subrecipient, such insurance in the name of the Subrecipient, or its contractor, as WYDOT may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Subrecipient under this Agreement.

(vi) All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) WYDOT reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

Q. Insurance Coverage. The Subrecipient shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

(i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

(a) $1,000,000.00 each occurrence;
(b) $1,000,000.00 personal injury and advertising injury;
(c) $2,000,000.00 general aggregate; and
(d) $2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

(ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Subrecipient's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The Subrecipient shall provide WYDOT with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by the Subrecipient through the Wyoming Department of Workforce Services' workers' compensation program, the Subrecipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Agreement, with minimum limits as follows:

(a) Bodily Injury by Accident: $1,000,000.00 each accident;
(b) Bodily Injury by Disease: $1,000,000.00 each employee; and

(c) Bodily Injury by Disease: $1,000,000.00 policy limit.

(iii) Unemployment Insurance. The Subrecipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Subrecipient shall supply WYDOT with a Certificate of Good Standing or other proof of unemployment insurance coverage.

(iv) Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of $1,000,000.00 each accident combined single limit.

(v) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Subrecipient's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Agreement, with minimum limits as follows:

(a) $1,000,000.00 each occurrence; and
(b) $1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

(vi) Commercial Crime Insurance. Commercial crime insurance including employee dishonesty coverage with minimum limits of $1,000,000.00 each occurrence.

(vii) Cyber Liability Insurance. Cyber liability insurance which shall be sufficiently broad to cover all duties and obligations undertaken by Subrecipient and shall include, but not be limited to, claims involving infringement of intellectual property, including, but not limited to, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security, with minimum limits as follows:

(a) $2,000,000.00 each occurrence; and
(b) $2,000,000.00 general aggregate.

Coverage shall include breach response costs, regulatory fines and penalties, and credit monitoring expenses, with limits sufficient to respond to these obligations.

R. **Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.

S. **Ownership and Return of Documents and Information.** WYDOT is the offical custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, the Subrecipient agrees to return all such original and derivative information and documents to WYDOT in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon WYDOT's verified receipt of such information, the Subrecipient agrees to physically and electronically destroy any residual WYDOT-owned data, regardless of format, and any other storage media or areas containing such information. The Subrecipient agrees to provide written notice to WYDOT confirming the destruction of any such residual WYDOT-owned data.

T. **Patent or Copyright Protection.** The Subrecipient recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Subrecipient or its subcontractors will violate any such restriction. The Subrecipient shall defend and indemnify WYDOT for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.

U. **Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).

V. **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

W. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and WYDOT expressly reserve sovereign immunity by entering into this Agreement and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign

immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

X. **Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

Y. **Termination of Agreement.** This Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or certified mail. This Agreement may be terminated by WYDOT immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.

Z. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.

AA. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.

BB. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.

CC. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

DD. **Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Subrecipient of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to WYDOT. The Subrecipient's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to WYDOT within five (5) business days shall be considered a material breach and may result in immediate termination of the Agreement by WYDOT.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

7. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The effective date of this Agreement is the date of the signature last affixed to this page.

ATTEST:

_____
Name

_____
Title

(SEAL)

Campbell County:

By: _____
Robert Maul, Chairman

_____
Date

ATTEST:

By: _____
Sandra J. Scott, Secretary

Transportation Commission of Wyoming

(SEAL)

WYOMING DEPARTMENT OF TRANSPORTATION:

By: _____
Keith R. Fulton, P.E., Assistant Chief Engineer - Planning and Engineering

_____
Date

Approved as to form:

By: _____ #210721 3/24/21
Alysia Goldman
Assistant Attorney General
State of Wyoming

Date agreement prepared: February 1, 2021

Project Description:

The requested roads are in energy impacted areas. Even with the downturn and slowdown, there are still some oil/gas well completions being performed and there is continual production water disposal. There are multiple disposal sites in the area and these roads service the production field and the water disposals. Multi-axle tankers with heavy loads continue to haul to disposals, generating dust and degrading the roads. This project will help to improve sections along these roads. On Attachment B, the map and road list the mileage shown is the total road length which results in a total of 64 miles. For our application, we are requesting funding for 25 miles along *these* roads. Conditions change, traffic changes, and dust control needs change so we need *the* flexibility to *treat* areas that are needed at the time. We have to request the entire road length to be included in the categorical exclusion so we are in compliance no matter where in the section that we do place the dust suppressant. Traffic counts are from 2019 and 2020, with counts down from full industry boom, but the traffic that is there continues to *be* 45 to 50 percent tractor-trailer rigs. Many of these water hauling rigs have 3 to 4 axle trailers and are carrying heavy loads. Through our current CMAQ projects as well as our own dust mitigation efforts, these roads continue to be heavily impacted. With our own funding and forces we upgrade and place additional gravel as well as dust control products.

Campbell County Government

County Road Number	Common Road Name	ML Road Number	Functional Classification of Roadway	Reference Marker From: (Beginning Mile Post)	Reference Marker To: (End Mile Post)	Total Miles	AADT (within 3 years of application date)	AADT % Trucks/Cars
14	Black & Yellow Road	5324B	Local Road	0.00	15.00	15.00	103.00	35.00
88	Savageton Road	5400B	Local Road	0.00	5.50	5.50	86.00	55.00
22	Clarkelen Road	5332B	Local Road	0.00	37.10	37.10	209.00	48.00
100	Turnercrest Road	5412B	Local Road	0.00	6.00	6.00	169.00	45.00
			Roadway Classification			0.00		
			Roadway Classification			0.00		
			Roadway Classification			0.00		
			Roadway Classification			0.00		
			Roadway Classification			0.00		
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			Roadway Classification			0.00		
			Roadway Classification			0.00		
			Roadway Classification			0.00		
			Roadway Classification			0.00		
					Total Miles	63.60		

- For questions regarding the Functional Classification, ML Road Number and/or Reference Markers, call 307.286.7623.

Campbell County

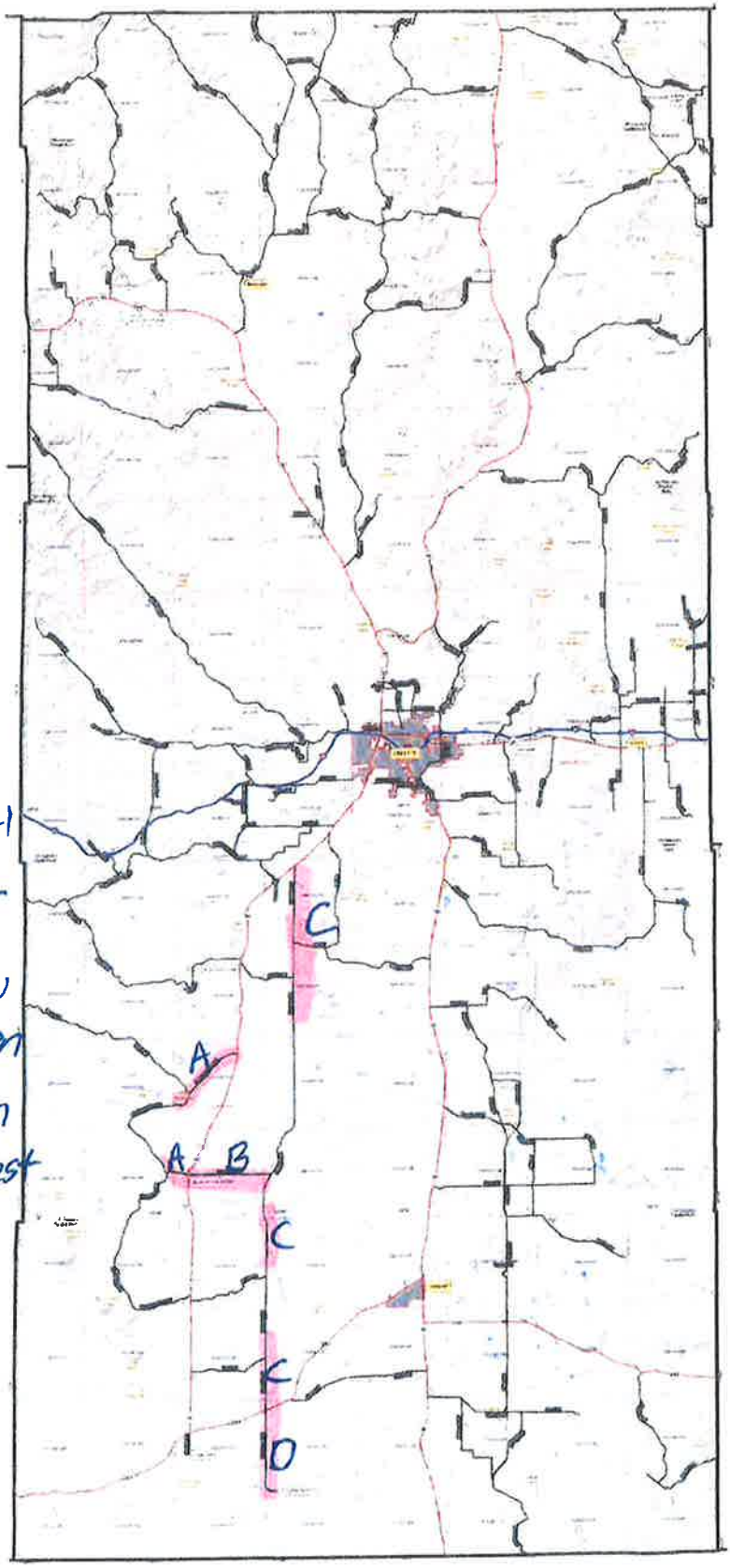
CAMPBELL COUNTY

MAINTAINED ROADS

2020

Campbell County

2010 County Population=46,133



CMAQ FY21 ROADS

A = Black + Yellow

B = Savageton

C = Clarkelen

D = Turnercrest

Road Name	Length	Location
Acton Rd	17.43	50N 70W
Airport Rd	0.43	50N-72W
Americus Rd	6.61	50N 71W
Antelope Rd	17.48	52N 71W
Barber Creek Rd	1.41	49N 75W
Barlow Rd	2.21	48N 75W
Barlow Rd	3.15	50N 74W
Bay Horse Rd	4.55	48N-71W
Beaver Rd	7.05	50N 72W
Bell Rd	10.05	49N 71W
Bergeson Rd	3.01	50N 69W
Big Dog Rd	2.54	52N 69W
Big Sand Draw Rd	0.96	52N 70W
Bishop Rd	7.13	50N 69W
Bitter Creek Rd	11.82	48N-73W
Black & Tan Rd	18.63	54N 72W
Bonanza Rd	4.61	52N 73W
Bone Rd	3.03	53N 72W
Bradley Rd	3.12	53N 71W
Buffalo Creek Rd	9.81	48N 71W
Bullpen Gate Rd	18.23	49N 71W
Byrne Rd	2.76	52N 72W
Canyon Creek Rd	13.13	53N 75W
Clarkelen Rd	11.76	49N 73W
Colony Rd	18.64	52N 73W
Cole Rd	3.64	49N 73W
Cooney Rd	0.45	53N 73W
Cow Creek Rd	1.16	53N 72W
Creekside Rd	1.43	49N 70W
Crossing Rd	1.87	50N 72W
Crossroads Rd	4.53	54N 73W
Elk Creek Rd	12.78	50N 71W
Fences Rd	4.46	50N 71W
Ferris Rd	19.48	49N 71W
Fort Robinson Rd	1.32	50N 70W
Four Corners Rd	0.38	49N 69W
Gillette Rd	1.49	50N 68W
Goose Egg Rd	8.23	53N 74W
Haight Rd	3.87	48N 72W
Hart Rd	6.87	52N 73W
Hogan Bar Rd	1.51	50N 77W
Horn Rd	8.72	54N 72W
Hulett Rd	9.31	49N 70W
Irvine Rd	9.68	50N 70W
Jeffrey Rd	0.44	53N 72W
Kennedy Rd	9.71	49N 71W
Kiln Creek Rd	8.16	47N 72W
Lance Creek Rd	6.94	53N 73W
Lane Rd	11.68	48N 70W
Langston Rd	5.53	53N 74W
Lazy Seven Rd	8.25	50N 70W
Lee Hunt Rd	3.58	54N 69W
Leighton Rd	6.94	54N 71W
Longhorn Rd	5.56	49N 71W
Lowery Rd	15.96	55N 70W
Lewis St	9.24	49N 73W
Little Powder River Rd	8.58	50N 77W
Lonesome Rd	5.83	49N 74W
Mackey Rd	14.67	43N 69W
Madison Rd	7.44	47N 71W
Maize Rd	9.01	56N-75W
Manzanita Rd	1.53	56N 75W
Moore Rd	3.21	52N 74W
Mckenzie Rd	3.80	50N 73W
Meadow Ridge Rd	2.87	53N 73W
Mills Rd	9.12	49N 70W
Montgomery Rd	3.00	50N 73W
Moore Rd	6.30	44N 74W
Mcginnis Lee Rd	9.91	50N 71W
Mcginnis Rd	8.46	50N 69W
Napier Rd	7.04	47N-71W
Northern Dr	2.87	50N 72W
O.R. Rd	5.27	48N-69W
Ohnstad Rd	5.83	50N 72W
Pine Rd	2.23	54N 69W
Pine Tree Rd	1.37	52N-70W
Redouse Rd	13.66	50N 70W
Reno Rd	2.31	42N 71W
Rocky Point Rd	28.58	54N-71W
SA Rd	16.75	53N-75W
S Gillette Main Rd	3.12	49N-72W
S Hulett Rd	3.22	55N 71W
Saunders Rd	2.21	48N 71W
Sawgrass Rd	5.58	46N-69W
Schnase Rd	7.53	49N 71W
Shilson Rd	3.85	48N-72W
Simpson Gray Rd	1.36	53N 68W
Spring Creek Rd	10.78	53N 70W
Stewart Rd	3.92	50N 67W
Sunny Mesa Rd	6.29	50N 69W
Swalm Rd	3.59	50N 70W
T 7 Rd	3.93	47N 71W
Taylor Rd	3.37	52N 72W
Timmons Creek Rd	8.18	50N-70W
Todd Rd	5.85	43N 70W
Troy Creek Rd	14.85	54N 71W
Turnercrest Rd	5.58	42N-74W
Union Chapel Rd	3.72	49N 70W
Van Badgeman Rd	6.88	44N-75W
W Ennis Rd	38.63	50N 72W
W Southern Dr	2.37	49N 72W
Wagonwheel Rd	4.86	48N 71W
Weatherwax Rd	2.19	53N 71W
Weimer Rd	2.97	55N 71W
Wild Horse Creek Rd	3.86	49N 74W

Legend
- Interstate
- Highway
- County
- Proposed County
- RAIL ROADS

N

FHWA-1273 -- Revised May 1, 2012

REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS

I. General
II. Nondiscrimination
III. Nonsegregated Facilities
IV. Davis-Bacon and Related Act Provisions
V. Contract Work Hours and Safety Standards Act Provisions
VI. Subletting or Assigning the Contract
VII. Safety: Accident Prevention
VIII. False Statements Concerning Highway Projects
IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
X. Compliance with Governmentwide Suspension and Debarment Requirements
XI. Certification Regarding Use of Contract Funds for Lobbying

ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of $10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding $10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under

this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

2. EEO Officer: The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

3. Dissemination of Policy: All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. Recruitment: When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

5. Personnel Actions: Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are

applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

7. Unions: If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

8. Reasonable Accommodation for Applicants / Employees with Disabilities: The contractor must be familiar with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

10. Assurance Required by 49 CFR 26.13(b):

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

11. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA-1391. The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor

will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of $10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding $2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH–1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b.(1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or

will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. Withholding

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. Payrolls and basic records

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b.(1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g. , the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH–347 is available for this purpose from the Wage and Hour Division Web site at http://www.dol.gov/esa/whd/forms/wh347instr.htm or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency..

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH–347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and trainees

a. Apprentices (programs of the USDOL).

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

b. Trainees (programs of the USDOL).

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT).

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

7. Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility.

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The following clauses apply to any Federal-aid construction contract in an amount in excess of $100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

3. Withholding for unpaid wages and liquidated damages. The FHWA or the contacting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through (4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;
(2) the prime contractor remains responsible for the quality of the work of the leased employees;
(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and
(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.
2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost $25,000 or more – as defined in 2 CFR Parts 180 and 1200.

1. Instructions for Certification – First Tier Participants:

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (https://www.epls.gov/), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

* * * * *

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. **Instructions for Certification - Lower Tier Participants:**

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost $25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (https://www.epls.gov/), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

* * * * *

XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed $100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such recipients shall certify and disclose accordingly.

ATTACHMENT A - EMPLOYMENT AND MATERIALS PREFERENCE FOR APPALACHIAN DEVELOPMENT HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS ROAD CONTRACTS

This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

5. The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region.

6. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

SUPPLEMENTARY DOCUMENT
FOR
FHWA-1273 – REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS

Title 46 - Shipping

Volume: 8
Date: 2014-10-01
Original Date: 2014-10-01
Title: Section 381 .7- Federal Grant. Guaranty, Loan and Advance of Funds Agreements.
Context: Title 46- Shipping. CHAPTER II- MARITIME ADMINISTRATION, DEPARTMENT OF TRANSPORTATION. SUBCHAPTER J- MISCELLANEOUS. PART 381- CARGO PREFERENCE-U.S.- FLAG VESSELS.

§ 381.7 Federal Grant, Guaranty, Loan and Advance of Funds Agreements.

In order to insure a fair and reasonable participation by privately owned United States-flag commercial vessels in transporting cargoes which are subject to the Cargo Preference Act of 1954 and which are generated by U.S. Government Grant, Guaranty, Loan and/or Advance of Funds Programs, the head of each affected department or agency shall require appropriate clauses to be inserted in those Grant, Guaranty, Loan and/or Advance of Funds Agreements and all third party contracts executed between the borrower/grantee and other parties, where the possibility exists for ocean transportation of items procured, contracted for or otherwise obtained by or on behalf of the grantee, borrower, or any of their contractors or subcontractors. The clauses required by this part shall provide that at least 50 percent of the freight revenue and tonnage of cargo generated by the U.S. Government Grant, Guaranty, Loan or Advance of Funds be transported on privately owned United States-flag commercial vessels. These clauses shall also require that all parties provide to the Maritime Administration the necessary shipment information as set forth in§ 381 .3. A copy of the appropriate clauses required by this part shall be submitted by each affected agency or department to the Secretary, Maritime Administration, for approval no later than 30 days after the effective date of this part. The following are suggested acceptable clauses with respect to the use of United States-flag vessels to be incorporated in the Grant, Guaranty, Loan and/or Advance of Funds Agreements as well as contracts and subcontracts resulting therefrom:

(a) *Agreement Clauses.* "Use of United States-flag vessels:

"(1) Pursuant to Pub. L. 664 (43 U.S.C. 1241(b)) at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds granted, guaranteed, loaned, or advanced by the U.S. Government under this agreement, and which may be transported by ocean vessel, shall be transported on privately owned United States-flag commercial vessels, if available. "(2) Within 20 days following the date of loading for shipments

originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (a)(1) of this section shall be furnished to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development. Maritime Administration, Washington, DC 20590."

(b) *Contractor and Subcontractor Clauses.* "Use of United States-flag vessels: The contractor agrees-

"(1) To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment. material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.

"(2) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States. a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment 3 of cargo described in paragraph (b) (1) of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

"(3) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract."

(Reorganization Plans No. 21 of 1950 (64 Stat. 1273) and No. 7 of 1961 (75 Stat. 840) as amended by Pub. L. 91-469 (84 Stat. 1036) and Department of Commerce Organization Order 10-8 (38 FR 19707, July 23, 1973)) [42 FR 57126, Nov. 1, 1977]

The following page(s) contain the backup material for Agenda Item: 9:40 District Support Grant, Central Campbell County I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer CM

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Central Campbell County I&S**

DATE: 5/4/2021

Central Campbell County I&S has submitted a District Support Grant application in the amount of $3,625.00 for street sweeping

SECTION 2 - Grant Type and Priority	**Priority 8, Street Sweeping**					
SECTION 3 - Costs and Eligibility	**Enlargement Eligible?**	**Yes**				
Total Estimated Project Cost:	$3,625.00					
Total Number of District Lots:	454					
Total allowable grant over a 5-yr period:	454	lots	@	$1,500	$	250,000
Total amount of Grants approved over current 5-yr period:					$	82,281
Total amount not subject to $1500/lot limitation					$	14,375
Remaining Grant eligibility this current 5-yr period:					$	182,094
Current Fiscal Year Awards	$ -					O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.				

SECTION 4 - Compliance

Central Campbell County I&S District is compliant with the elections office per a 4/7/2021 memo

SECTION 5 - Analysis Priority 8, Street Sweeping

Priority 8, Street Sweeping (PR-8) 50%, up to $7500 per year

%	Total	Grant	Item
100		0.00	
50	7,250.00	3,625.00	Street sweeping and sand removal
33		0.00	
25		0.00	
Totals	$ 7,250	$ 3,625	

SECTION 6 -Quotes Received

	Company	Total	Notes:
1	DRM	$7,250.00	
2			
3			
4			

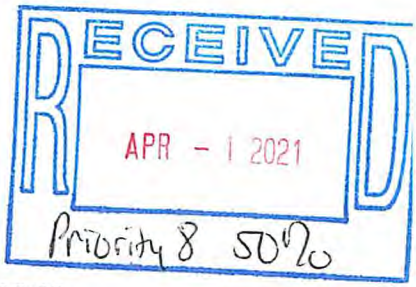
SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Central Campbell County I&S** Improvement and Service District in an amount not to exceed $3,625.00 for street sweeping

Funding History	
5 year	$82,281
10 year	$208,734
Since Incept	$684,156

Approved? Y or N	$	Date Approved	

2020.17



Campbell County

DISTRICT SUPPORT GRANT APPLICATION

District Name: Central Campbell County I&SD Requested Amount: $3,625.00
Mailing Address: 6304 Irving Blvd Gillette WY 82718

Contact Person: Robert Meigs/Linda Gaudard

Day Time Phone: 307-686-1221

Application is requesting financial assistance to form a District? Yes_____ No_____

Applicant is requesting financial assistance for connection to regional water? Yes_____ No_____

Is the project anticipated to be complete in the next 18 months? Yes_____ No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Street Sweeping in the Sleepy Hollow Subdivision

Total project cost (estimated) (itemize on separate sheet): $7,250.00

Projected start date: 05/01/21 Projected completion date: 05/15/21

Briefly describe why the project is needed: The street sweeping will remove the build-up of sand and gravel accumulated during the previous year.

Governing Board members: Robert Meigs, Robert Zabel, Robert Day

Acreage (approximate) of district or proposed district: approximately 240 acres

Date of district formation (if applicable) 06/24/86

Number of lots: 454 residences, 1 school , 1 fire station, 2 parks

Population of District: The population reported in 2010 was 1,308.

Ratio of Developed and undeveloped land: 100% with 2 unimproved lots in Hunter Estates

Is area legally platted? Yes

District boundary map included? No

Is District Zoned? Yes If so, what is it zoned? Sleepy Hollow and Hunter are R-1 and The Meadows is A-L

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 135.000 (16.712)

Current Assessed Valuation (County Assessor's Office) $ 8,077,797

Current Indebtedness $ 0

Current Income statement and balance sheet $ attached

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$55/month dues for Sleepy Hollow and Hunter Estates (sewer and water) – 440 lots and $40/month for The Meadows (water) – 14 lots.

Will project generate user fees, charges, other revenues or income revenue?

Yes_____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

Respectfully submitted,

Title: PRESIDENT

Attest:
Secretary

Wendy Balo

From: Wendy Balo
Sent: Thursday, April 1, 2021 4:36 PM
To: Sleepy Hollow
Cc: Clark M. Melinkovich; Matthew D. Olsen
Subject: District Support Grant requests

Good afternoon,

I received your requests for District Support Grants for street sweeping and jetting the sewer lines in your District. There are a couple issues with the grant requests that need to be addressed prior to moving forward with approval.

As you know, the District Support Grant program is funded through 1% tax dollars. As stewards of this program, and of the tax payers monies, it is our duty to disburse these monies with fiscal responsibility and make sure the tax payers are getting the most benefit from their dollars.

To that end, there are requirements that need to be met to qualify for District Support Grant funds to ensure we are dispersing these funds in a responsible manner as detailed in our Chapter 5 rules. Please correct the following items from your grant requests and resubmit. When all corrections are received, we will move forward with the requests.

Street Sweeping request:

1. Current elections compliance letter – the submitted one is from March 2020
2. The grant request was not attested by the Secretary (or other Board member)

Sewer Jetting request:

1. Current elections compliance letter – the submitted one is from March 2020
2. The grant request was not attested by the Secretary (or other Board member)
3. 3 bids for the proposed work – we cannot process with an estimate of what may be forthcoming. With the street sweeping, we understand there is only one contractor in town that does that work, and so we are fine with just one bid. With sewer jetting, however, there are additional contractors in town who perform that work. According to our Chapter 5 rules, 3 bids must be submitted.

Please let me know if you have any questions.

Wendy

WENDY BALO
Senior Financial Specialist | Campbell County Public Works
500 S. Gillette Ave., Ste 1500 | Gillette, WY 82716
Office: 307.685.8061 | Fax: 307.687.6468
Wml08@ccgov.net

Campbell County
CENTENNIAL
1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

April 7, 2021

To: Linda Gaudard
RE: Central Campbell County Improvement & Service District

The requirements below have been met by the Central Campbell County Improvement and Service District. Having met the requirements, Central Campbell County Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 04/29/2020

Proposed Budget – 05/28/2020

Final Budget – 07/14/2020

Public Records – 04/07/21

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

Central Campbell County Service & Improvement District requested a Proposal for Street Sweeping in the Sleepy Hollow subdivision. A proposal was received from DRM Inc.

Street Sweeping will remove the build-up of sand and gravel accumulated during the previous year.

Central Campbell County Service and Improvement District is recommending the contract go to the only bidder, DRM Inc.

DRM, Inc.

PO Box 1002
Gillette, WY 82717
PH: 307-682-0328
FAX: 307-682-3130

March 17, 2021

Central Campbell County I&S District
6304 Irving Blvd
Gillette, Wy. 82718

ATT: Linda

RE: 2021 Subdivision Street Sweeping-Quote

Dear Jackie:

I have the following quote for the above referenced project:

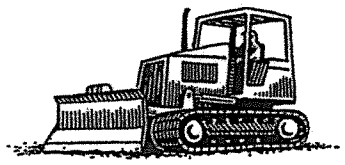
Sweeping Sleepy Hollow Subdivision - $5,750.00
Removal of Scoria - $1,500.00

Please contact me if you have any questions or need more information.

Sincerely,

DRM, INC

Mark McKillop
President



DRM, Inc.

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Balance Sheet
As of March 30, 2021

	Mar 30, 21	
ASSETS		
Current Assets		
Checking/Savings		
Security State Bank Checking		5,445.82
Security State Bank Money Marke		189,003.78
WYO-STAR		333,600.08
Total Checking/Savings		528,049.68
Accounts Receivable		
Accounts Rec. Storage Fees		9,556.56
Total Accounts Receivable		9,556.56
Total Current Assets		537,606.24
Fixed Assets		
Asset Costs		
Building	159,912.58	
Equipment	98,153.51	
Land & Improvements		
Pavement Project	794,205.50	
Regular land & improvement	175,941.47	
Land & Improvements - Other	682,317.22	
Total Land & Improvements	1,652,464.19	
Meters, lines & tanks	3,255,323.11	
Waste water plant & taps	483,034.75	
Total Asset Costs		5,648,888.14
Total accumulated depreciation		-3,403,030.01
Total Fixed Assets		2,245,858.13
TOTAL ASSETS		**2,783,464.37**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
Deferred Revenue - Prepaid Rent		60,750.00
Total Long Term Liabilities		60,750.00
Total Liabilities		60,750.00
Equity		
Retained Earnings		2,600,469.94
Net Income		122,244.43
Total Equity		2,722,714.37
TOTAL LIABILITIES & EQUITY		**2,783,464.37**

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Profit & Loss
July 1, 2020 through March 30, 2021

	Jul 1, '20 - Mar 30, 21
Ordinary Income/Expense	
Income	
County Grant	6,811.25
Misc Income	
Sewer Tap Fee	2,000.00
Water Tap Fee	3,000.00
Misc Income - Other	2,318.29
Total Misc Income	7,318.29
Sewer Revenue	85,050.00
Storage Revenue	28,560.00
Tax revenue	81,607.64
Tower rent	12,450.00
Total Income	221,797.18
Gross Profit	221,797.18
Expense	
Administration Expenses	
Accounting	4,275.00
Advertising	295.88
Building Management	
Misc. Storage Management	484.05
Total Building Management	484.05
Building Taxes	1,542.93
Misc Admin Expense	160.98
Total Administration Expenses	6,758.84
Capital Budget Expenses	
Street Light Repair	3,345.39
Total Capital Budget Expenses	3,345.39
Indirect Expenses	
Insurance	100.00
Total Indirect Expenses	100.00
Operation Expenses	
Service Contracts/ Sewer	88,027.88
Water System Repairs	
Meters	748.58
Total Water System Repairs	748.58
Well Repairs	1,202.15
Total Operation Expenses	89,978.61
Total Expense	100,182.84
Net Ordinary Income	121,614.34
Other Income/Expense	
Other Income	
Interest	517.70
Misc. Income	112.39
Total Other Income	630.09
Net Other Income	630.09
Net Income	**122,244.43**

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Profit & Loss
July 2019 through June 2020

FY 2019/20

		Jul '19 - Jun 20
Ordinary Income/Expense		
Income		
Building rent		
Sleepy Hollow Rent	9,000.00	
Total Building rent		9,000.00
County Grant		34,098.00
Misc Income		8,248.68
Sewer Revenue		160,200.00
Storage Revenue		
Bad Debt	-120.00	
Storage Revenue - Other	34,941.25	
Total Storage Revenue		34,821.25
Tax revenue		134,922.55
Tower rent		12,450.00
Total Income		393,740.48
Gross Profit		393,740.48
Expense		
Administration Expenses		
Accounting	4,150.00	
Advertising	434.54	
Building Management		
Building & Office Supplies	85.55	
Misc Minor Maintenance&Repairs	594.46	
Misc. Storage Management	21.75	
Total Building Management		701.76
Building Taxes		1,856.22
Legal fees		275.00
Administration Expenses - Other		57.86
Total Administration Expenses		7,475.38
Capital Budget Expenses		
Street Improvements	2,600.00	
Street Light Repair	5,694.99	
Well #4	28,149.85	
Well #6	139,350.90	
Total Capital Budget Expenses		175,795.74
Indirect Expenses		
Insurance	1,100.00	
Total Indirect Expenses		1,100.00
Operation Expenses		
Emergency Repairs	3,307.03	
Misc Maintenance	5,750.00	
Service Contracts/ Sewer	155,794.26	
Well Repairs	12,918.67	
Total Operation Expenses		177,769.96
Total Expense		362,141.08
Net Ordinary Income		31,599.40

CENTRAL CAMPBELL COUNTY IMPROVEMENT & SERVICE DISTRICT
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20
Other Income/Expense	
Other Income	
Interest	3,645.46
Misc. Income	78.19
Total Other Income	3,723.65
Other Expense	
Misc expense	0.00
Total Other Expense	0.00
Net Other Income	3,723.65
Net Income	**35,323.05**

2020 - SPECIAL DISTRICTS										
				COUNTY	CITY	DISTRICT	ADDITIONAL	TOTAL	DOLLAR	ASSESSED
#	DISTRICT			LEVY	LEVY	LEVY	LEVY	MILL LEVY	LEVY	VALUE
100	County			60.056				60.056		$4,242,015,313
103	Heritage Village W & S	#		60.056	8.000	8.000		76.056		$4,105,191
105	Westridge (Orig & 1st) I & S		Dissolved	0.000	0.000			0.000		$0
106	Anderson I & S		Dissolved	0.000	0.000			0.000		$0
107	Collins Heights Ind I & S		Dissolved	0.000	0.000			0.000		$0
109	Oriva Hills I & S			60.056				60.056	$400.00	$3,123,654
111	Central Campbell Co I & S			60.056				60.056	Various	$8,179,123
112	Crestview Estates W & S		Dist #162	0.000				0.000		$0
113	Southfork I & S			60.056				60.056	$600.00	$794,605
114	Sundog I & S			60.056				60.056	Various	$600,614
115	Means W & S			60.056				60.056		$8,833,466
116	American Road W & S			60.056				60.056		$979,167
117	Peoples Dist I & S			60.056				60.056	Various	$1,568,370
118	Interstate Ind Park W & S		Dissolved	0.000				0.000		$0
119	Cook Water Dist			60.056				60.056		$1,564,084
120	Wessex Dist I & S			60.056				60.056	$750.00	$97,976
121	Pine Buttes Dist I & S		Dissolved	0.000				0.000		$0
122	Prairie View/Champion I & S		Dist #115	60.056				60.056	Various	$2,839,016
124	Rustic Hills I & S			60.056				60.056	$820.00	$865,797
125	Stone Gate Estates I & S			60.056				60.056	$1,278.00	$2,860,684
126	McKenney Dist I & S			60.056				60.056	Various	$176,669
127	Green Valley I & S			60.056				60.056	Various	$1,154,189
129	Rocky Point W & S			60.056		16.900		76.956		$715,937
130	Eight Mile I & S			60.056				60.056	$1,440.00	$866,134
131	Donkey Creek I & S			60.056				60.056	$600.00	$437,241
132	Ward Creek I & S			60.056				60.056		$311,506
133	Fox Park I & S	#		60.056	8.000			68.056	Various	$3,500,908
134	Newton Industrial I & S (annex)		Dissolved	0.000				0.000		$0
135	Los Caballos I & S			60.056				60.056	$540.00	$453,886
136	Meadow Springs I & S			60.056				60.056	$650.00	$460,579
137	High Country I & S			60.056				60.056	Various	$506,464
138	Buckskin I & S			60.056				60.056	$480.00	$352,237
139	Country Living Acres I & S			60.056				60.056	$200.00	$433,123
140	Spring Hill Ranch I & S			60.056				60.056		$387,976
141	South Douglas Hwy W & S			60.056				60.056	Various	$19,251,004
142	Cottonwood I & S			60.056				60.056	$300.00	$805,149
143	Graceland I & S			60.056				60.056	Various	$1,238,248
144	Countryside I & S			60.056				60.056	$200.00	$622,115
145	Red Rock Estates I & S		Dissolved	0.000				0.000		$0
146	Wright W & S Dist		Dist #147	60.056		8.000		68.056	Various	$13,731,176
147	Town of Wright		Dist #146	60.056	8.000		8.000	76.056		$10,408,297
148	Antelope Valley I & S	#	Dist #141	60.056	8.000			68.056	$984.00	$7,674,864
149	Southside Well I & S		Dist #153	60.056				60.056		$1,311,164
150	City of Gillette			60.056	8.000			68.056		$290,281,695
151	Collins Heights I & S		Dissolved	0.000				0.000		$0
153	Southside Well I & S	#	Dist #149	60.056	8.000			68.056		$769,857
154	South Douglas Hwy W & S	#	Dist #141	60.056	8.000			68.056	Various	$10,409,768
160	Cook Rd W/Red Rock Est I & S		Dissolved	0.000				0.000		$0
161	Freedom Hills I & S			60.056				60.056	$959.20	$2,069,812

Central Campbell County Improvement & Service District
020.7085.20

Date	Transaction	Awards	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disbursement	Balance
11/07/87	PIF Assistance DSG-1A-sewer	$50,000.00												$50,000.00
06/16/88	Pymt												$50,000.00	$0.00
09/06/88	PIF Assistance DSG-1B-sewer	$50,000.00												$50,000.00
05/10/88	Waterline Oversizing DSG-1C-water line ove	$6,011.88												$56,011.88
	Pymt												$6,011.88	$50,000.00
03/24/89	Pymt												$50,000.00	$0.00
05/04/93	FLB Appl PMS DSG-1D- flb application	$4,950.00												$4,950.00
	1993 to 1994													$4,950.00
10/04/94	25% of PMS Program DSG-1E	$1,250.00												$6,200.00
02/21/95	Well Controls & Chlorine Detect DSG-1F	$8,467.63												$14,667.63
05/15/95	Pymt GDR#1 (Bal=$6,325.27) DSG-1F												$2,151.36	$12,516.27
08/15/95	Year 1 paving project DSG-1C.1-	$40,000.00												$52,516.27
02/29/96	Pymt GDR#1 (Bal=$38,850.16) DSG-1G												$1,149.84	$51,366.43
11/21/95	PMS yr2 DSG-1H	$41,755.00												$93,121.43
09/16/96	Pymt GDR#2 (Bal=$64,026.86) DSG-1EGH												$17,828.30	$75,293.13
09/16/96	Pymt GDR#3 (Bal=$9,549.84) DSG-1EGH												$54,477.03	$20,816.10
08/20/96	PMS yr3 DSG-1I	$39,950.00												$60,766.10
12/17/96	Pymt GDR#4 (Bal=$0) DSG-1EGH												$9,546.35	$51,219.75
09/08/97	Pymt GDR#1 (Bal=$5,609.69) DSG-1I												$34,340.31	$16,879.44
11/18/97	PMS yr4 DSG-1J	$40,200.00												$57,079.44
01/21/98	Pymt GDR#2 (Bal=$0) DSG-1I												$5,609.69	$51,469.75
01/21/98	Pymt GDR#1 (Bal=$4,783.29) DSG-1D												$166.71	$51,303.04
06/02/98	Drainage Work DSG-1K	$6,435.00												$57,738.04
08/13/98	Pymt GDR#3 DSG-1I												$3,405.73	$54,332.31
08/20/98	Pymt DSG-1I&J												$12,384.44	$41,947.87
09/21/98	Pymt DSG-1J												$22,433.06	$19,514.81
10/21/98	Pymt DSG-1K												$465.00	$19,049.81
10/21/98	Pymt DSG-1J												$636.37	$18,413.44
11/03/98	PMS yr5 DSG-1L	$45,500.00												$63,913.44
11/18/98	Pymt (Bal=$3,369.90) DSG-1K												$2,600.10	$61,313.34
02/08/99	Pymt (Bal=$34,796.82) DSG-1J												$1,330.35	$59,982.99
06/23/99	Pymt GDR#1 (Bal=$44,494.25) DSG-1L												$1,005.75	$58,977.24
08/30/99	Pymt GDR#2 (Bal=$42,520.04) DSG-1L												$1,974.21	$57,003.03
09/30/99	Pymt GDR#3 (Bal=$37,713.03) DSG-1L												$4,807.01	$52,196.02
09/20/99	Return to Account (Drain Work) DSG-1K													$52,196.02
10/06/99	Pymt GDR#4 DSG-1L												$35,868.83	$16,327.19
	Returned to County Account												$12,957.29	$0.00
11/04/03	DSG - 02-2003 Lower Tank Rehab	$25,000.00												$25,000.00
12/08/03	Req 1 - DSG 02-2003												$2,092.27	$22,907.73
01/13/04	Req 2 - DSG 02-2003												$5,996.87	$16,910.86
03/11/04	Req 3 - DSG 02-2003												$5,473.00	$11,437.86
03/11/04	Req 4 - DSG 02-2003												$3,543.80	$7,894.06
04/19/04	Req 5 - DSG 02-2003												$2,370.80	$5,523.26
06/14/04	Req 6 - DSG 02-2003												$1,985.07	$3,538.19
07/21/04	Req 7 - DSG 02-2003												$3,538.19	$0.00
03/02/04	**DSG 05-A** Well #6 & Trans Line	$50,000.00												$50,000.00
06/30/04	Req 1												$47,738.19	$2,261.81
08/24/04	Req 2 - Final Grant Closed												$2,261.81	$0.00
01/17/06	DSG 05-B Transmission Line Well #6	$50,000.00												$50,000.00
7/26/2006	Req 1 - DSG 05-A Grant Closed												$50,000.00	$0.00
09/01/09	DSG 05-C Street Repairs	$25,000.00												$25,000.00
10/22/10	Req #1												$19,331.83	$5,668.17
09/01/09	DSG 05-D Install Water Distribution Line	$25,000.00												$25,000.00

Central Campbell County Improvement & Service District

Date	Transaction	Awards	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disbursement	Balance
10/22/10	Req #1 and final												$25,000.00	$0.00
12/20/11	**DSG 2011-01 Replace Pump Well #6**	**$19,027.00**				19,027.00								19,027.00
02/13/12	Req #1 and final												16,762.50	**2,264.50**
04/02/13	**DSG 2012.19 Curb Boxes & Rods**	**6,500.00**				6,500.00								6,500.00
05/29/13	Pay req 1 and final												6,500.00	**0.00**
04/02/13	**DSG 2012.20 Water meters & transmitters**	**3,890.00**				3,890.00								3,890.00
06/25/13	Req 1-final												3,890.00	**0.00**
10/01/13	**DSG 2013.07 Drainage Improvements**	**4,289.00**					4,289.00							4,289.00
06/24/14	pay req 1-final												4,289.00	**0.00**
10/01/13	**DSG 2013.08 Streets/curbs/sidewalks**	**7,627.00**					7,627.00							7,627.00
12/17/13	pay req 1-final												7,131.25	**495.75**
11/05/13	**DSG 2013.09 Curb boxes/Rods**	**14,975.00**				14,975.00								14,975.00
11/26/13	pay req 1												2,220.00	12,755.00
06/24/14	pay req 2-final												12,755.00	**0.00**
11/05/13	**DSG 2013.10 Water meters/Radio transmi**	**7,475.00**				7,475.00								7,475.00
11/26/13	Pay req 1												4,686.70	2,788.30
03/25/14	Pay req 2-final												2,788.30	**0.00**
05/06/14	DSG 2013.20 Streets/Curbs/Sidewalks	11,971.00					11,971.00							11,971.00
06/24/14	Pay req 1												3,735.50	8,235.50
07/21/14	Pay req 2-final												8,235.50	**0.00**
12/16/14	**DSG 2014.12**	9356				9,356.00								9356
01/27/15	Pay req 1												7,650.00	1,706.00
04/01/15	pay req 2-final												1,706.00	**0.00**
12/16/14	**DSG 2014.13 100 Curb boxes and rods**	**16,473.00**				16,473.00								16,473.00
01/27/15	Pay req 1												1,705.94	14,767.06
06/30/15	pay req 2-final												14,766.57	**0.49**
04/21/15	**DSG 2014.20 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/27/15	pay req 1-final												2,875.00	**0.00**
09/15/15	**DSG 2015.12-Crack Sealing/Curb/Sidewal**	**6,250.00**					6,250.00							6,250.00
06/20/16	pay req 1-final												6,250.00	**0.00**
09/15/15	**DSG 2015.13- Jetting Sewer Lines**	**650.00**				650.00								650.00
01/26/16	Pay req 1-Final												550.00	**100.00**
11/17/15	**DSG 2015.18- water meters/radio read trai**	**13,570.00**				13,570.00								13,570.00
12/29/15	Pay req 1												9,470.57	4,099.43
06/20/16	pay req 2-final												4,099.43	**0.00**
12/15/15	**DSG 2015.19-50 curb boxes/rods**	**8,475.00**				8,475.00								8,475.00
03/29/16	Pay Req 1-Final												8,165.00	**310.00**
04/19/16	**DSG 2015.32 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/31/16	Pay req 1-Final												2,875.00	**0.00**
02/21/17	**DSG 2016.12 105 Curb boxes & rods**	**14,118.00**				14,118.00								14,118.00
06/15/17	Pay req 1-final												14,118.00	**0.00**
04/18/17	**DSG 2016.17 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/30/17	Pay req 1-final												2,875.00	**0.00**
10/17/17	**DSG 2017.05-Jetting sewer lines**	**1,080.00**				1,080.00								1,080.00
11/29/17	Pay req 1												495.00	585.00
06/25/19	Pay req 2-final												585.00	**0.00**
02/20/18	**DSG 2017.11-Curb stops,boxes & rods**	**10,655.00**				10,655.00								10,655.00
08/02/18	Pay Req 1-final												9,264.93	**1,390.07**
04/17/18	**DSG 2017.14 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/29/18	Pay Req 1-final												2,875.00	**0.00**
12/18/18	**DSG 2018.10-GIS Survey of Water System**	**3,880.00**				3,880.00								3,880.00
06/25/19	pay req 1-final												3,642.16	**237.84**
04/16/19	**DSG 2018.17 Street Sweeping**	**2,875.00**										2,875.00		2,875.00
05/28/19	Pay req 1-final												2,875.00	**0.00**

12/17/19	**DSG 2019.02-Emergency Well #6**	**34,098.00**				34,098.00								34,098.00
12/30/19	pay req 1-final												34,098.00	**0.00**
04/07/20	**DSG 2019.06 - Jetting Sewer Lines**	**4,075.00**				4,075.00								**4,075.00**
08/25/20	PayReq 1 - Final												3,936.25	**138.75**
04/07/20	**DSG 2019.07 Street Sweeping**	**2,875.00**										2,875.00		**2,875.00**
	Pay Req 1 - final												2,875.00	**0.00**

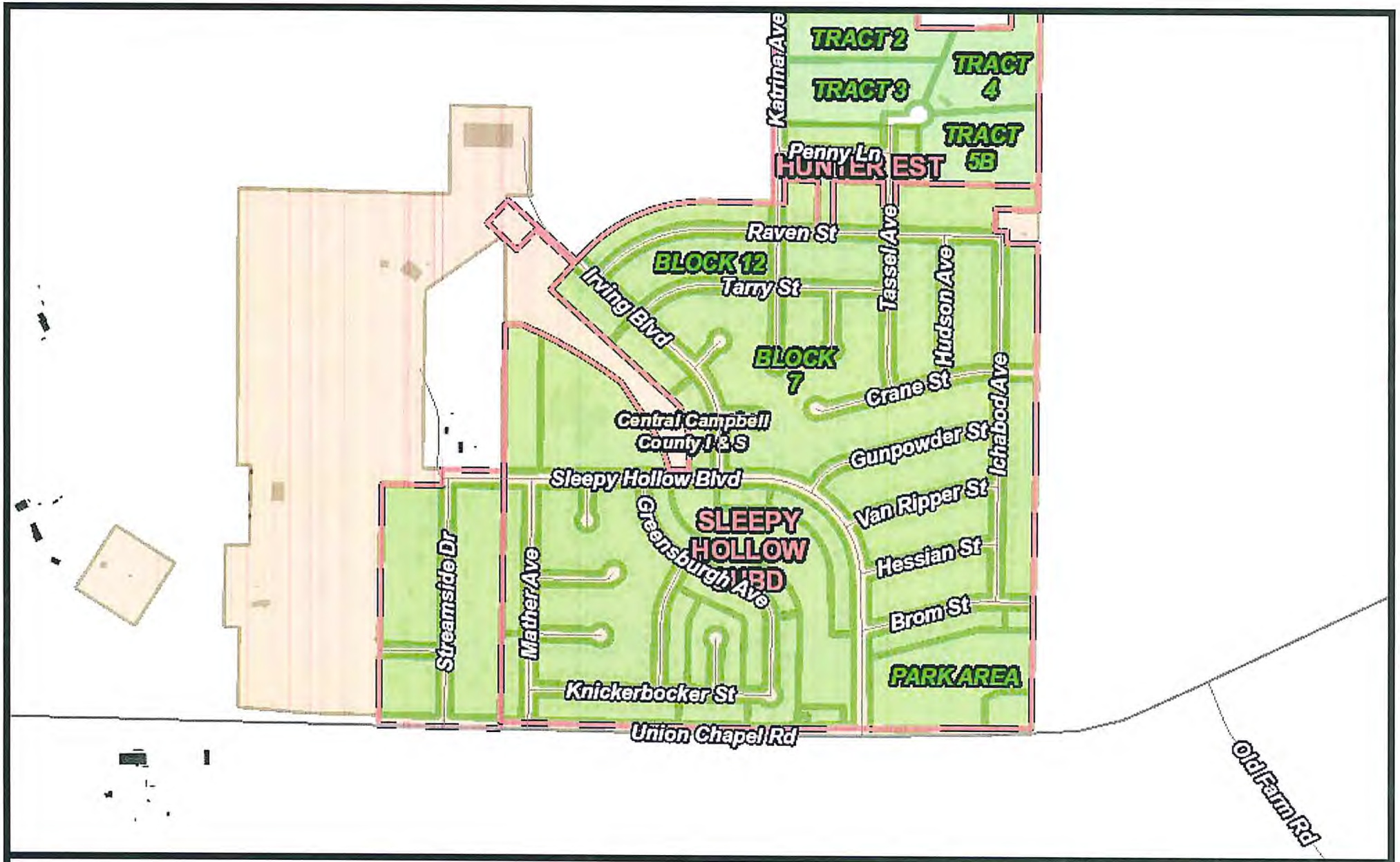
5 yr total	$82,281	$0	$0	$0	$67,906	$6,250	$0	$0	$0	$0	$14,375	$80,514	
10 yr total	$208,734												
1987 to date total	$684,156												

Lots

454

Eligible	$250,000
Awards	$82,281
Disbursments	$80,514
Subject to 1500.	$74,156
Not subject to 1500.	$14,375
Remaining current 5-yr period	$182,094

not subject to $1500/lot limitation



Campbell County
wyoming

Date: 4/12/2021
Time: 9:06:02 AM

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CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

The following page(s) contain the backup material for Agenda Item: 9:45 District Support Grant, Overbrook I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer CM

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Overbrook I&S**

DATE: 5/4/2021

Overbrook I&S has submitted a District Support Grant application in the amount of $2,644.00 for W base limestone and mag chloride

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible? Yes**

Total Estimated Project Cost:	$2,644				
Total Number of District Lots:	26				
Total allowable grant over a 5-yr period:	26	lots	@	$1,500	$ 39,000
Total amount of Grants approved over current 5-yr period:					$ 6,959
Total amount not subject to $1500/lot limitation					$ -
Remaining Grant eligibility this current 5-yr period:					$ 32,041
Current Fiscal Year Awards	$ -				O.K.
Remaining Eligibility this Fiscal Year	$ 50,000	O.K.			

SECTION 4 - Compliance

Overbrook I&S District is compliant with the elections office per a 4/7/2021 memo

SECTION 5 - Analysis Priority 6, Gravel Road

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

%	Total	Grant	Item
100	$ -	$ -	
50		$ -	
33	$ -	$ -	
25	$ 10,576	$ 2,644	W base gravel and mag chloride
Totals	$ 10,576	$ 2,644	

SECTION 6 -Quotes Received

	Company	Total
1	Earthwork Solutions	$ 3,860.00
2	Kuhbacher Trucking	$ 5,200.00
3	Melgaard Const	$ 4,700.00
4	Wyo Earthmoving Corp	$ 7,000.00

Dustbusters Inc. $6716 Desert Mountain Corp $9779

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Overbrook I&S** Improvement and Service District in an amount not to exceed $2,644.00 for W base limestone and mag chloride

Funding History	
5 year	$6,959
10 year	$14,537
Since Incept	$26,303

Approved? Y or N	$	Date Approved	

Campbell County

DISTRICT SUPPORT GRANT APPLICATION

District Name: Overbrook Improvement & Service District Requested Amount: $2,644.00

Mailing Address: PO Box 7221, Gillette, WY 82717

Contact Person: Heather Wichert, Vice President

Day Time Phone: 307-351-9354

Application is requesting financial assistance to form a District? Yes _____ No X

Applicant is requesting financial assistance for connection to regional water? Yes _____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No _____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Haul in and place 200 tons of W-Base limestone on the two curves on Overbrook Road. The District will spread the rock and prepare for dust control. Mag chloride on all of the district's roads to reduce dust and prolong the life of the roads.

Total project cost (estimated) (itemize on separate sheet): $10,576.00

Projected start date: 4/20/21 Projected completion date: 09/30/21

Briefly describe why the project is needed:
The two corners on Overbrook Road are in need of more rock. Mag chloride will be applied to all of the roads in the District to reduce dust and prolong the life of the roads.

Governing Board members: Tyler Miller, President / Heather Wichert, Vice President / Barb Pilon, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 207.74 acres

Date of district formation (if applicable) December 20, 2005

Number of lots: 26

Population of District: 80 +/-

Ratio of Developed and undeveloped land: 2 unimproved

Is area legally platted? Yes

District boundary map included? Yes

RECEIVED
APR - 8 2021

Revised November2013

Is District Zoned? Yes If so, what is it zoned? R-R

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 30,292.26

Current Assessed Valuation (County Assessor's Office) $ 864,149.00

Current Indebtedness $ 0

Current Income statement and balance sheet $ 39,309.30 (bank account)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

The annual assessment is $1,200 per lot. The annual assessment includes 15,000 gallons of water per month. Water meters are read monthly, and water usage charges are billed under the following fee schedule each month:

$1.75 for water usage over 15,000 gallons up to 30,000 gallons plus
$3.50 per 1,000 gallons over 30,000 gallons up to 50,000 gallons plus
$7.00 per 1,000 gallons over 50,000 gallons.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL) Heather Wichert

Title: Vice President

Attest:
Barbara Pilon
Secretary

Overbrook Improvement & Service District Road Work - 2021

Add 200 tons of W-Base limestone delivered to the two curves on Overbrook Road. District will spread the rock and prepare for dust control.

W-Base			
Contractor	**W-Base**		
	Tons	**$ / Ton**	**Total**
Earthwork Solutions	**200**	**$19.30**	**$3,860.00**
Kuhbacher Trucking	200	$26.00	$5,200.00
Melgaard Construction	200	$23.50	$4,700.00
Wyo. Earthmoving Corp.	200	$35.00	$7,000.00
Dust Control			
Contractor	**Gal.**	**$/Gal.**	**Total**
Dustbusters Inc.	**7,720**	**$0.87**	**$6,716.00**
Desert Mountain Corp.	7,700	$1.27	$9,779.00

Low Bids:	
Earthwork Solutions - Rock, hauling	**$3,860.00**
Dustbusters Inc.	**$6,716.00**
Total	**$10,576.00**
25% County Grant	**$2,644.00**
District Cost	**$7,932.00**

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION

District Overbrook Improvement & Service District — **Submit one form for each road**

	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	**Len (Ft)**	**Wid (Ft)**	**Thick (In)**	**Len (Ft)**	**Wid (Ft)**	**Len (Ft)**	**Deep (Ft)**	**Culverts?**	**Len (Ft)**	**Wid (Ft)**
All roads (Overbrook Rd, Ct, and Catalina Ct.)									7,075	24

Contractor Name/Address: **Dustbusters Enterprises Inc.**

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $
	Limestone (J, W, L)			
	Scoria (2" max)			
	Crushed Concrete			
	Crushed Asphalt			
	Other (Specify)			
			Surfacing Subtotal	

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

Check if Apply	Blading	Hrs	$/Hr *	Total $
	Crowning/Surfacing			
	Water Truck			
			Blading Subtotal	

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	$/LF *	Total $
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
			Drainage Subtotal	

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $
X	Mag Chloride	7,720	0.87	$6,716
	Other (Specify)			
			Dust Control Subtotal	$6,716
			Total Cost Estimate	$6,716

* includes product and application of product to roadway

2020 - Used 7,720 gallons - May use this quantity to estimate - or adjust as recommended.

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION

District: Overbrook Improvement & Service District — **Submit one form for each road**

	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	**Len (Ft)**	**Wid (Ft)**	**Thick (In)**	**Len (Ft)**	**Wid (Ft)**	**Len (Ft)**	**Deep (Ft)**	**Culverts?**	**Len (Ft)**	**Wid (Ft)**
All roads (Overbrook Rd, Ct, and Catalina Ct.)									7,075	24

Contractor Name/Address: Desert Mountain Corporation.

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $	
	Limestone (J, W, L)				*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
			Surfacing Subtotal		

Check if Apply	Blading	Hrs	$/Hr *	Total $	
	Crowning/Surfacing				* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
			Blading Subtotal		

Check if Apply	Drainage	LF	$/LF *	Total $	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
			Drainage Subtotal		

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $	
X	Mag Chloride	7,700	$1.27	$9,779	* includes product and application of product to roadway
	Other (Specify)				
			Dust Control Subtotal	$9,779	
			Total Cost Estimate	$9,779	

2020 - Used 7,720 gallons - May use this quantity to estimate - or adjust as recommended.

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION

District: Overbrook Improvement & Service District — Submit one form for each road

	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
2 Curves on Overbrook Road										

Contractor Name/Address: Earth Work Soutions/ PO box 1007 Gilette WY, 82717

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $	
X - W Base	Limestone (J, W, L)	200	$19.30	$3,860.00	THIS ESTIMATE IS FOR 200 TONS OF W-BASE LIMESTONE DELIVERED TO THE TWO CURVES ON OVERBROK ROAD. DISTRICT WILL SPREAD THE ROCK AND PREPARE FOR DUST CONTROL.
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
			Surfacing Subtotal	$3,860.00	

Check if Apply	Blading	Hrs	$/Hr *	Total $	
	Crowning/Surfacing				* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
			Blading Subtotal		

Check if Apply	Drainage	LF	$/LF *	Total $	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
			Drainage Subtotal		

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
			Dust Control Subtotal		
			Total Cost Estimate		

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION

District: Overbrook Improvement & Service District — Submit one form for each road

	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
2 Curves on Overbrook Road										

Contractor Name/Address: KUHBACHER TRUCKING INC, 4101 N GARNER LAKE RD, GILLETTE, WY 82716

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $
X - W Base	Limestone (J, W, L)	200	$26.00	$5,200.00
	Scoria (2" max)			
	Crushed Concrete			
	Crushed Asphalt			
	Other (Specify)			
			Surfacing Subtotal	$5,200.00

THIS ESTIMATE IS FOR 200 TONS OF W-BASE LIMESTONE DELIVERED TO THE TWO CURVES ON OVERBROK ROAD. DISTRICT WILL SPREAD THE ROCK AND PREPARE FOR DUST CONTROL.

Check if Apply	Blading	Hrs	$/Hr *	Total $
	Crowning/Surfacing			
	Water Truck			
			Blading Subtotal	

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	$/LF *	Total $
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
			Drainage Subtotal	

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $
	Mag Chloride			
	Other (Specify)			
			Dust Control Subtotal	
			Total Cost Estimate	$5,200

* includes product and application of product to roadway

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION

District: Overbrook Improvement & Service District — Submit one form for each road

	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	**Len (Ft)**	**Wid (Ft)**	**Thick (In)**	**Len (Ft)**	**Wid (Ft)**	**Len (Ft)**	**Deep (Ft)**	**Culverts?**	**Len (Ft)**	**Wid (Ft)**
2 Curves on Overbrook Road										

Contractor Name/Address: Melgaard Construction Co. Inc. 722 Sinclair Ave. Gillette, WY 82718 307-687-1600

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $	
X - W Base	Limestone (J, W, L)	200	$23.50	$4,700.00	THIS ESTIMATE IS FOR 200 TONS OF W-BASE LIMESTONE DELIVERED TO THE TWO CURVES ON OVERBROK ROAD. DISTRICT WILL SPREAD THE ROCK AND PREPARE FOR DUST CONTROL. Delivered in Belly dumps to allow turnarround.
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
			Surfacing Subtotal	$4,700.00	

Check if Apply	Blading	Hrs	$/Hr *	Total $	
	Crowning/Surfacing				* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
			Blading Subtotal		

Check if Apply	Drainage	LF	$/LF *	Total $	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
			Drainage Subtotal		

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
			Dust Control Subtotal		
			Total Cost Estimate		

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Overbrook Improvement & Service District							Submit one form for each road		
	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
2 Curves on Overbrook Road										

Contractor Name/Address:	Wyoming Earthmoving Corporation

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $	
X - W Base	Limestone (J, W, L)	200	$35.00	$7,000.00	THIS ESTIMATE IS FOR 200 TONS OF W-BASE LIMESTONE DELIVERED TO THE TWO CURVES ON OVERBROK ROAD. DISTRICT WILL SPREAD THE ROCK AND PREPARE FOR DUST CONTROL.
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	Other (Specify)				
			Surfacing Subtotal	$7,000.00	

Check if Apply	Blading	Hrs	$/Hr *	Total $	
	Crowning/Surfacing				* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
			Blading Subtotal		

Check if Apply	Drainage	LF	$/LF *	Total $	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches				
			Drainage Subtotal		

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
			Dust Control Subtotal		
			Total Cost Estimate		

Overbrook Improvement & Service District
Profit & Loss
July 2020 through June 2021

		Jul '20 - Jun 21
Income		
City Billing Passed On		2,600.62
Interest income		27.31
District Support Grants		1,640.50
Monthly assessments-road &water		
Water Overages Assessed	-292.25	
Monthly assessments-road &water - Other	30,292.26	
Total Monthly assessments-road &water		30,000.01
Road maintenance fees		1,200.00
Water fees		600.00
Water usage fees		4,590.25
Total Income		40,658.69
Gross Profit		40,658.69
Expense		
Administrative Expenses		
Postage/Post Office Box	161.15	
Bookkeeping/Administrative	4,005.00	
Total Administrative Expenses		4,166.15
Indirect Expenses		
Bond	100.00	
Total Indirect Expenses		100.00
Operations Expenses		
Road expenses		
Dust Control	6,562.00	
Total Road expenses	6,562.00	
Water Expenses		
Meters / Meter Repairs	3,667.31	
City of Gillette - Water	4,121.64	
Testing	1,544.00	
Chemicals	1,853.99	
Locate fees	40.75	
Water Repairs	28,286.53	
Utilities	4,309.29	
Water Operator	4,131.00	
Water Meter Readings	585.00	
Total Water Expenses	48,539.51	
Total Operations Expenses		55,101.51
Total Expense		59,367.66
Net Income		**-18,708.97**

Overbrook Improvement & Service District
Balance Sheet
As of April 7, 2021

	Apr 7, 21
ASSETS	
Current Assets	
Checking/Savings	
FNB Checking	39,309.30
Total Checking/Savings	39,309.30
Accounts Receivable	
Accounts Receivable	17,963.73
Total Accounts Receivable	17,963.73
Total Current Assets	57,273.03
TOTAL ASSETS	**57,273.03**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	75,982.00
Net Income	-18,708.97
Total Equity	57,273.03
TOTAL LIABILITIES & EQUITY	**57,273.03**

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

April 7, 2021

To: Helenanne Cathey
RE: Overbrook Improvement and Service District

The requirements below have been met by the Overbrook Improvement and Service District. Having met the requirements, Overbrook Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 05/28/2020

Final Budget – 07/01/2020

Public Records – 07/01/20

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

Overbrook I & S
020.7085.39

Date	Description	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disbursement	Balance	Project Cost
1/17/2006	**DSG 39 - A Roto-Mill for Road**	7,875.00												7,875.00	
1/20/2006	Req 1 Final												7,875.00	**0.00**	
2/17/2009	**DSG 39-B Remodel pump hous**	3,891.00												3,891.00	
5/21/2009	Pay Req 1 - Final												3,616.00	**275.00**	
9/5/2012	**DSG 2012.11 Radio Read Meter**	**1,222.00**				1,222.00								1,222.00	
12/3/2012	Pay Req 1-Final												1,222.00	**0.00**	
5/5/2015	**DSG 2014.26 Mag Chloride/Gra**	**6,356.00**						6,356.00						6,356.00	
6/23/2015	Pay Req 1 - Final												6,301.17	**54.83**	
5/3/2016	**DSG 2015.33 Mag Chloride/Gra**	**4,940.00**						4,940.00						4,940.00	
7/5/2016	Pay Req 1 - Final												4,162.82	**777.18**	
7/7/2020	**DSG 2020.02 Dust Control**	**2,019.00**	0.00	0.00	0.00	0.00	0.00	2,019.00	0.00	0.00	0.00	0.00	0.00	2,019.00	
8.17.20	Pay Req 1 - Final												1,640.50	**378.50**	
								6,959.00							
													5,803.32		

5 yr	6,959.00
10 yr	14,537.00
Since inception	26,303.00

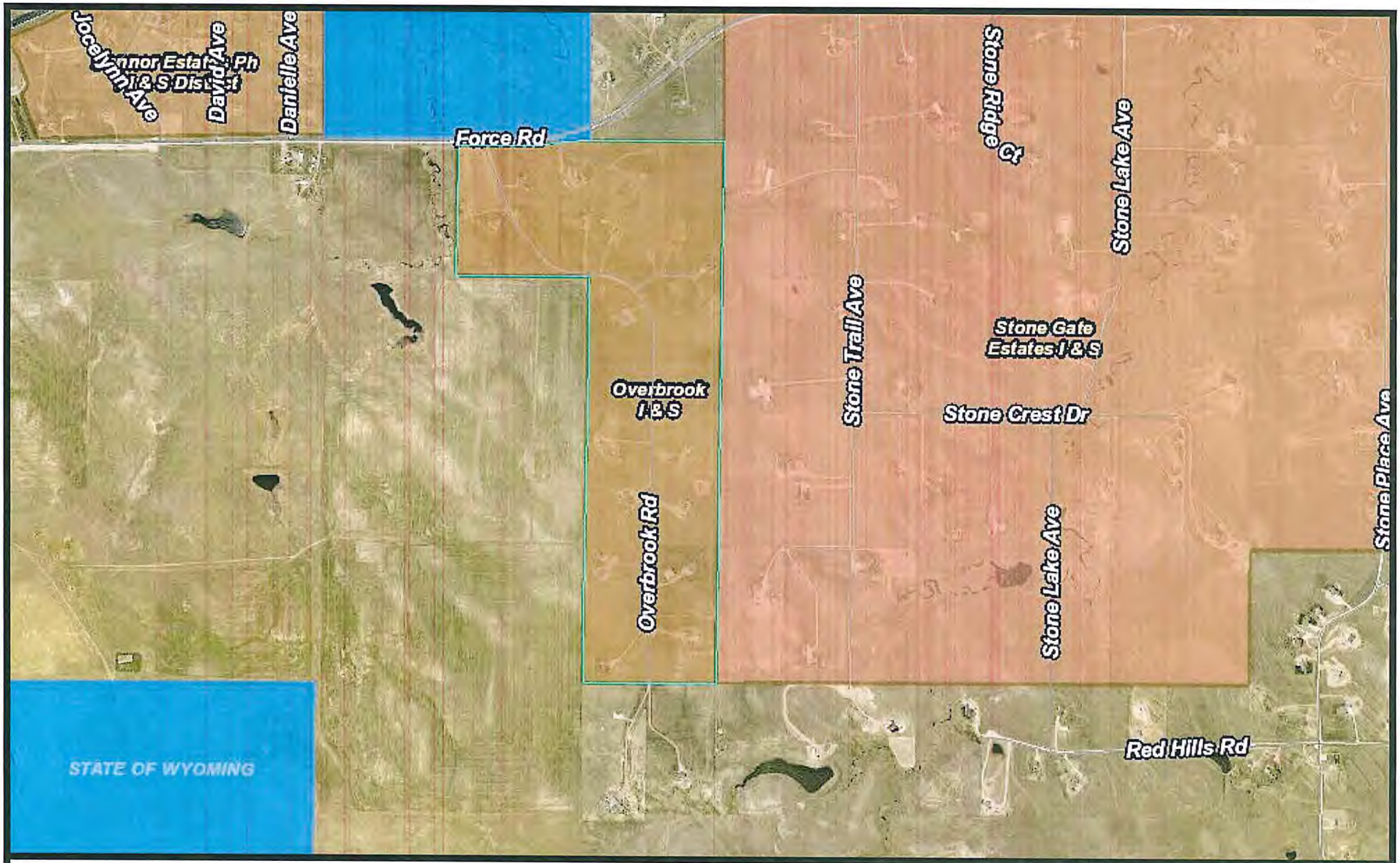
26 lots	Eligible	39,000.00
	Awards	6,959.00
	Disbursments	5,803.32
	Subject to 1500.	2,019.00
	Not subject to 1500.	0.00
	Remaining current 5-yr period	32,041.00

not subject to $1500/lot limitation

FY 20-21 District Support Grant Master List

Meeting Date	District Name	Project Cost	Grant Award	Budget Remaining	Project Description
	Beginning Approved Budget			**$ 225,000.00**	
07/07/20	Rocky Point	$ 1,800.00	$ 594.00	**$ 224,406.00**	Road Maintenance
07/07/20	Overbrook	$ 8,075.00	$ 2,019.00	**$ 222,387.00**	Road Maintenance
07/07/20	Oriva Hills	$ 24,123.00	$ 6,031.00	**$ 216,356.00**	Road Maintenance
08/04/20	Rocky Point	$ 1,800.00	$ 594.00	**$ 215,762.00**	Road Maintenance
10/06/20	Pinnacle Heights	$ 6,600.00	$ 1,650.00	**$ 214,112.00**	Road Maintenance
01/05/21	Little Thunder	$ 1,487.50	$ 1,487.50	**$ 212,624.50**	District Formation
02/06/21	Freedom Hills	$ 330,000.00	$ 50,000.00	**$ 162,624.50**	Water Tank
03/03/21	Means, Carter & North Hannum	$ 12,119.10	$ 3,029.78	**$ 159,594.72**	Road Maintenance
03/03/21	American Road	$ 207,125.00	$ 50,000.00	**$ 109,594.72**	Water Tank
03/03/21	Wild Horse Creek	$ 37,929.00	$ 15,475.00	**$ 94,119.72**	Road Maintenance
04/06/21	Stonegate	$ 60,226.00	$ 15,056.50	**$ 79,063.22**	Road Maintenance
04/06/21	Prairieview Champion	$ 3,600.00	$ 1,800.00	**$ 77,263.22**	Road Maintenance
04/06/21	Pineview	$ 20,531.00	$ 5,132.66	**$ 72,130.56**	Water
04/06/21	Fox Ridge	$ 14,790.00	$ 3,697.50	**$ 68,433.06**	Road Maintenance
04/06/21	Box N Ranch Rd	$ 9,643.00	$ 2,410.75	**$ 66,022.31**	Road Maintenance
04/06/21	Bennor Estates	$ 9,003.00	$ 2,250.75	**$ 63,771.56**	Road Maintenance
	Total FY20-21 Awards	**$ 748,851.60**	**$ 161,228.44**	21.53%	
	Budget Remaining		**$ 63,771.56**	28%	Budget Remaining

Breakdown of FY20-21 District Support Grant Awards		
Grant Type	**Total**	**Percentage**
Meters/water	$ 100,000.00	76.4%
Road Maintenance	$ 29,392.78	22.5%
Street Sweeping	$ -	0.0%
Sewer Jetting	$ -	0.0%
Engineering/grant requests	$ -	0.0%
District Formation	$ 1,487.50	1.1%
Total	$ 130,880.28	100.0%



Campbell County
wyoming

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CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 4/8/2021
Time: 1:25:14 PM

The following page(s) contain the backup material for Agenda Item: 9:50 District Support Grant, Rocky Point I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer CM

TO: Board of County Commissioners

SUBJECT: District Support Grant Application From: **Rocky Point I&S**

DATE: 5/4/2021

Rocky Point I&S has submitted a District Support Grant application in the amount of $576.84 for mag chloride application to roads

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible?** **Yes**

Total Estimated Project Cost:	$576.84				
Total Number of District Lots:	29				
Total allowable grant over a 5-yr period:	29	lots	@	$1,500	$ 43,500
Total amount of Grants approved over current 5-yr period:					$ 11,868
Total amount not subject to $1500/lot limitation					$ 7,325
Remaining Grant eligibility this current 5-yr period:					$ 38,957
Current Fiscal Year Awards	$ 1,188				O.K.
Remaining Eligibility this Fiscal Year	$ 48,812	O.K.			

SECTION 4 - Compliance

Rocky Point I&S District is compliant with the elections office per a 4/9/2021 memo

SECTION 5 - Analysis Priority 6, Gravel Road

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

%	Total	Grant	Item
100		0.00	
50		0.00	
33	1,748.00	576.84	
25		0.00	
Totals	$ 1,748	$ 577	

SECTION 6 -Quotes Received

	Company	Total	Notes:
1	Dustbusters	$1,748.00	
2			
3			
4			

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from **Rocky Point I&S** Improvement and Service District in an amount not to exceed $576.84 for mag chloride application to roads

Funding History	
5 year	$11,868
10 year	$32,026
Since Incept	$37,368

Approved? Y or N	$	Date Approved	

Campbell County

RECEIVED
APR 12 2021

DISTRICT SUPPORT GRANT APPLICATION

District Name: Rocky Point W & S District Requested Amount: _____

Mailing Address: PO Box 3533 Gillette, WY 82717

Contact Person: Rebecca Vondrak

Day Time Phone: (307) 686-1511

Is applicant requesting financial assistance to form a District? Yes____ No X

Is Applicant requesting financial assistance for connection to regional water? Yes____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
To apply 1 application of Mag. Chloride (1,900 gallons) to Rocky Point Dr

Total project cost (estimated) (itemize on separate sheet): $1,748.00 33% $576.84

Projected start date: May 1, 2021 Projected completion date: Before end of May

Briefly describe why the project is needed:
For betterment of the road and to control dust on the Road

Governing Board members: Lara Koehler, Clyde Owen, Dean Adams, Bryan Michaels & KC Barnes

Acreage (approximate) of district or proposed district: 76.09

Date of district formation (if applicable) N/a

Number of lots: 30 lots - 29 residential lots - 1 resident occupies 2 lots.

Population of District: n/a

Ratio of developed and undeveloped land: None undeveloped

Is area legally platted? Yes

District boundary map included? Yes

Is District zoned? Yes If so, what is it zoned? Residential

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

Revised November2013

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision $ 116.97

Current Assessed Valuation (County Assessor's Office) $ 715,937 (from 2020 - 2021 was not available)

Current Indebtedness $ None

Average yearly income $44,000

Current Income Statement and Balance Sheet $ Account Balance as of March 2021 $33,792.37

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$105 per month HOA/water assessment w/ Base rate Metered water - 116.97% Mill Levy

Will project generate user fees, charges, other revenues or income revenue?

Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
N/A

Respectfully submitted,

Title: President

Attest:

Secretary

Revised November 2013

District Support Grant Roadway Cost Estimate Template

Contractor Dustbusters

ROADWAY PROJECT INFORMATION

District | Submit one form for each road

	Surfacing			Blading		Drainage/Ditch			Dust Control	
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	$/Ton *	Total $
	Limestone (J, W, L)			
	Scoria (2" max)			
	Crushed Concrete			
	Crushed Asphalt			
	Other (Specify)			
			Surfacing Subtotal	

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

Check if Apply	Blading	Hrs	$/Hr *	Total $
	Crowning/Surfacing			
	Water Truck			
			Blading Subtotal	

* Includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

Check if Apply	Drainage	LF	$/LF *	Total $
	Install 12" culvert			
	Install 18" culvert			
	Install 24" culvert			
	Cut Ditches			
			Drainage Subtotal	

* Includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

Check if Apply	Dust Control	Gallons	$/Gallon *	Total $
	Mag Chloride	1900	0.92	$1,748
	Mag Chloride	1900	0.92	$1,748
	Other (Specify)			
			Dust Control Subtotal	$3,496
			Total Cost Estimate	

* Includes product and application of product to roadway

They'll be doing one application this fiscal year & then a second application later in the summer & will submit a new request but they want to just use this one estimate for both.

Rocky Point W & S District #29
020.7085.21
29 Lots

Date	Description	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disbursed	Remaining	Project Cost
4/15/2008	Road Maintenance & Repair	5,342.00												5,342.00	
5/28/2008	Pay req 1-Final												5,078.94	**263.06**	
6/8/2012	DSG 2012.04 Road Improvement	6,879.01						6,879.01						6,879.01	
12/19/2013	Pay req 1												281.17	6,597.84	
6/25/2014	Pay req 2-Final												318.75	**6,279.09**	
7/21/2015	**DSG 2015.03 Meter pits/readers**	**13,279.00**			13,279.00									13,279.00	
8/26/2015	Pay Req 1												6,647.85	6,631.15	
3/15/2016	Pay req 2-Final												6,631.15	**0.00**	
4/17/2018	**DSG 2017.17 Road Maintenance**	**1,485.00**							1,485.00					1,485.00	
10/16/2018	Pay req 1-Final												1,462.90	**22.10**	
11/6/2018	**DSG 2018.09 Well Pump**	**4,633.00**						4,633.00						4,633.00	
12/3/2018	Pay req 1-Final												4,633.00	**0.00**	
4/16/2019	**DSG 2018.19 Road Maintenance**	**4,562.00**							4,652.00					**4,562.00**	
11/12/2019	Pay Req 1 - Final												3,939.70	**622.30**	
7/7/2020	**DSG 20.01 Dust Control**	594.00							594.00					**594.00**	
9/23/2020	Pay Req 1 - Final												490.05	**103.95**	
8/4/2020	**DSG 20.04 Dust Control**	594.00							594.00					**594.00**	
9/23/2020	Pay Req 1 - Final												594.00	**0.00**	
	5yr total	11,868.00	0.00	0.00	0.00	0.00	0.00	4,633.00	7,325.00	0.00	0.00	0.00	11,119.65		
	10yr	31,432.01													
	Since inception	36,774.01													

29	Eligible	43,500.00
	Awards	11,868.00
	Disbursments	11,119.65
	Subject to 1500.	4,633.00
	Not subject to 1500.	7,325.00
	Remaining current 5-yr period	38,957.00

not subject to $1500/lot limitation

picked up 1% sign 10.10.18

FY 20-21 District Support Grant Master List

Meeting Date	District Name	Project Cost	Grant Award	Budget Remaining	Project Description
	Beginning Approved Budget			**$ 225,000.00**	
07/07/20	Rocky Point	$ 1,800.00	$ 594.00	**$ 224,406.00**	Road Maintenance
07/07/20	Overbrook	$ 8,075.00	$ 2,019.00	**$ 222,387.00**	Road Maintenance
07/07/20	Oriva Hills	$ 24,123.00	$ 6,031.00	**$ 216,356.00**	Road Maintenance
08/04/20	Rocky Point	$ 1,800.00	$ 594.00	**$ 215,762.00**	Road Maintenance
10/06/20	Pinnacle Heights	$ 6,600.00	$ 1,650.00	**$ 214,112.00**	Road Maintenance
01/05/21	Little Thunder	$ 1,487.50	$ 1,487.50	**$ 212,624.50**	District Formation
02/06/21	Freedom Hills	$ 330,000.00	$ 50,000.00	**$ 162,624.50**	Water Tank
03/03/21	Means, Carter & North Hannum	$ 12,119.10	$ 3,029.78	**$ 159,594.72**	Road Maintenance
03/03/21	American Road	$ 207,125.00	$ 50,000.00	**$ 109,594.72**	Water Tank
03/03/21	Wild Horse Creek	$ 37,929.00	$ 15,475.00	**$ 94,119.72**	Road Maintenance
04/06/21	Stonegate	$ 60,226.00	$ 15,056.50	**$ 79,063.22**	Road Maintenance
04/06/21	Prairieview Champion	$ 3,600.00	$ 1,800.00	**$ 77,263.22**	Road Maintenance
04/06/21	Pineview	$ 20,531.00	$ 5,132.66	**$ 72,130.56**	Water
04/06/21	Fox Ridge	$ 14,790.00	$ 3,697.50	**$ 68,433.06**	Road Maintenance
04/06/21	Box N Ranch Rd	$ 9,643.00	$ 2,410.75	**$ 66,022.31**	Road Maintenance
04/06/21	Bennor Estates	$ 9,003.00	$ 2,250.75	**$ 63,771.56**	Road Maintenance
	Total FY20-21 Awards	**$ 748,851.60**	**$ 161,228.44**	21.53%	
	Budget Remaining		**$ 63,771.56**	28%	Budget Remaining

Breakdown of FY20-21 District Support Grant Awards		
Grant Type	**Total**	**Percentage**
Meters/water	$ 100,000.00	76.4%
Road Maintenance	$ 29,392.78	22.5%
Street Sweeping	$ -	0.0%
Sewer Jetting	$ -	0.0%
Engineering/grant requests	$ -	0.0%
District Formation	$ 1,487.50	1.1%
Total	$ 130,880.28	100.0%

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

April 9, 2021

To: Rebecca Vondrak
RE: Rocky Point Water & Sewer District

The requirements below have been met by the Rocky Point Water and Sewer District. Having met the requirements, Rocky Point Water and Sewer District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 06/05/2020

Final Budget – 07/24/2020

Public Records – 05/07/2020

Map - YES

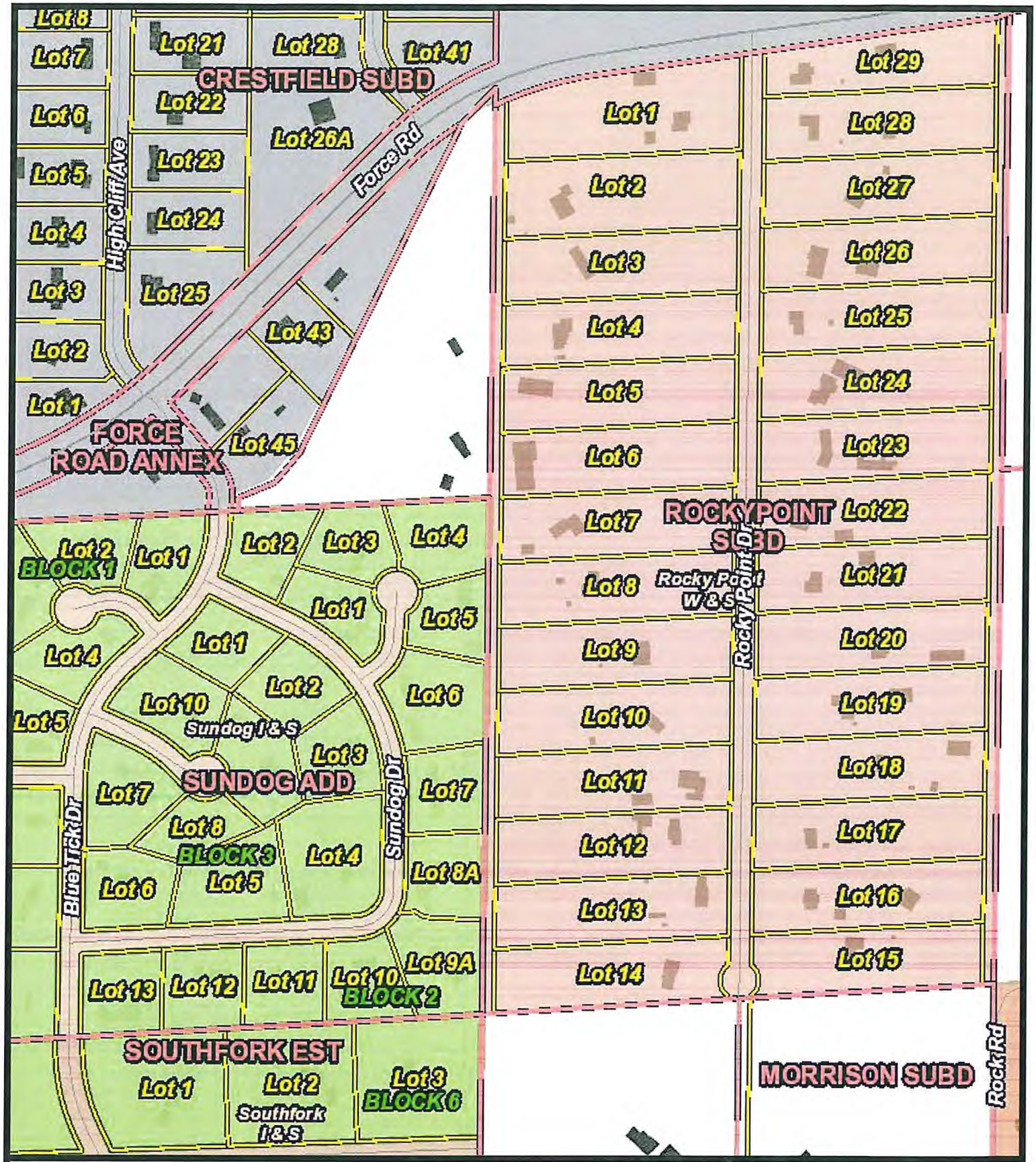
Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk



Campbell County
wyoming

Date: 4/12/2021
Time: 9:07:56 AM

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

The following page(s) contain the backup material for Agenda Item: 9:55 Landfill Tipping Fees Waiver, Town of Wright

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Carol J. Seeger

From: Barbara Craig <barbara@wrightwyoming.com>
Sent: Tuesday, April 27, 2021 10:48 AM
To: Carol J. Seeger
Subject: Waiver of tipping fees

Please be cautious.
This email originated from outside the County organization. If you believe this email is suspicious, report it using the Phish Alert button. Do not forward suspicious emails.

To: Campbell County Commissioners

The Town of Wright will be having our annual cleanup days on May 14th and May 15th 2021. The Town of Wright would like to request permission from the County Commissioners to have the tipping fees at the county landfill waived for May 14, 2021 and May 15, 2021.
Thank you in advance it is greatly appreciated.

Barb Craig
Clerk/Treasurer
Town of Wright
PO Box 70
Wright, WY 82732
Phone: 307-464-1666
Fax: 307-464-0813
barbara@wrightwyoming.com

The following page(s) contain the backup material for Agenda Item: 10:00 Board Appointment, Public Health

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

APPLICATION FOR SERVICE ON APPOINTED BOARDS

Name: Terry L. Carr Date: 4-8-2021

Place of Employment: retired Address [redacted]

Mailing Address: [redacted]

Phone Numbers: [redacted]

Email: [redacted] Length of Residency in Campbell County: 45yrs

I am interested in serving on one or more of the following Boards of Campbell County:

(Please prioritize if more than one checked.)

_____Airport - 5 year term

_____Building Code Appeals - 3 year term

_____Children's Developmental Services - 3 year

_____Corrections - 4 year term

_____Fair - 5 year term

_____Lodging Tax Joint Powers Board – 3 year

_____Joint Powers Fire - 3 year term

_____Joint Powers Public Land - 3 year term

_____Natural Resource and Land Use Plan – 3 yr.

_____Halls of Art Committee – 3 year term

_____Adult Drug Court Board - 3 year term

_____North East Wyoming Economic Development (NEWEDC) - 3 year term

_____Parks & Recreation - 5 year term

_____Planning Commission - 3 year term

_____Predator Management District - 3 year term

X Public Health - 5 year term

_____Public Library - 3 year term

_____Rockpile Museum - 3 year term

_____Senior Center - 3 year term

_____Joint Powers Regional Water Panel - 3 year term

_____Weed and Pest - 4 year term

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

I would like to join the Public Health Board. I have recently retired and would like to give back to this wonderful community. I feel Public Health in Campbell County does a very good job and I would have no specific objectives to accomplish.

Terry L. Carr

(Please complete both sides of the application.)

Please list all Boards you have previously served on and the length of your term?

I was accepted to the Wyoming Board of Pharmacy in 2007 and served 2 years as Sec/Treas, 3 years as Vice President and 3 years as President.

Please list any formal Board training or programs, such as the Gillette Area Leadership Institute, in which you have participated?

As a Wyoming Board of Pharmacy member I received ongoing training on Board proceedures

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

I have no conflicts of interest

Please describe any current or past association you have with the organization to which you applying to become a Board Member?

My wife and I have received our annual flu shots from Public Health for years. Most recently our COVID-19 shots.

Please list your current and past areas of community and county involvement?

none

Please mail, fax or deliver your completed Campbell County Board application to:

Office of the Commissioners
500 South Gillette Avenue
Suite 1100
Gillette, WY 82716
1.307.682.7283 (office)
1.307.687.6325 (fax)

Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates than Board openings available, we encourage you to re-apply for consideration on future Board appointments.

Print

Board Application - Submission #8135

Date Submitted: 4/2/2021

Campbell County
wyoming

First Name	Last Name	Date
Deanne	Dinsmoore	Date

Place of Employment	Email Address	Length of Residency
Retired	[redacted]	Length of Residency

Address1	City	State	Zip
[redacted]	GILLETTE	WY	82716-9208

Best Number to Contact You

[redacted]

I am interested in serving on one or more of the following Boards of Campbell County:

- ☐ Airport (5 Year Term)
- ☐ Building Code Appeals (3 Year Term)
- ☐ Children's Developmental Services (3 Year Term)
- ☐ Corrections (4 Year Term)
- ☐ Fair (5 Year Term)
- ☐ Lodging Tax Joint Powers (3 Year Term)
- ☐ Joint Powers Fire (3 Year Term)
- ☐ Joint Powers Public Land (3 Year Term)
- ☐ Natural Resource and Land Use Plan (3 Year Term)
- ☐ Energy Capital Economic Development (3 Year Term)
- ☐ Parks and Recreation (5 Year Term)
- ☐ Planning Commission (3 Year Term)
- ☐ Predator Management District (3 Year Term)
- ☑ Public Health (5 Year Term)
- ☐ Public Library (3 Year Term)
- ☐ Rockpile Museum (3 Year Term)
- ☐ Senior Center (3 Year Term)
- ☐ Joint Powers Regional Water Panel (3 Year Term)

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

I worked at Public Health for 22 years, when I retired in August, 2020. Prior to that, I worked with the WIC program for 6 years. I feel I have a very good insight on how Public Health operates and what their goals are. I believe my past experiences working at Public Health would be a great benefit moving forward.

Please list all Boards you have previously served on and the length of your term?

Respite Board - 4 years

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

None

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

No

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

I was employed by Public Health for 22 years and WIC for 6 years.

Please list your current and past areas of community and county involvement?

Employed by Campbell County

If you have any questions please call the Office of the Commissioners at 307-682-7283.Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

Print

Board Application - Submission #8150

Date Submitted: 4/6/2021

Campbell County
wyoming

First Name	Last Name	Date
Brandy	Elder	4/6/2021

Place of Employment	Email Address	Length of Residency
Campbell County Government	[redacted]	30 years

Address1	City	State	Zip
[redacted]	GILLETTE	WY	82718

Best Number to Contact You

[redacted]

I am interested in serving on one or more of the following Boards of Campbell County:

- ☐ Airport (5 Year Term)
- ☐ Building Code Appeals (3 Year Term)
- ☐ Children's Developmental Services (3 Year Term)
- ☐ Corrections (4 Year Term)
- ☐ Fair (5 Year Term)
- ☐ Lodging Tax Joint Powers (3 Year Term)
- ☐ Joint Powers Fire (3 Year Term)
- ☐ Joint Powers Public Land (3 Year Term)
- ☐ Natural Resource and Land Use Plan (3 Year Term)
- ☐ Energy Capital Economic Development (3 Year Term)
- ☐ Parks and Recreation (5 Year Term)
- ☐ Planning Commission (3 Year Term)
- ☐ Predator Management District (3 Year Term)
- ☑ Public Health (5 Year Term)
- ☐ Public Library (3 Year Term)
- ☐ Rockpile Museum (3 Year Term)
- ☐ Senior Center (3 Year Term)
- ☐ Joint Powers Regional Water Panel (3 Year Term)

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

As a long time resident of Campbell County and an employee of the county, I would appreciate the opportunity to serve on a the Public Health Board. I feel that as a citizen at large, it is critical to have an objective point of view when considering the challenges of our Public Health Department. I would like to see this Board be diverse in members with varying insights.

Please list all Boards you have previously served on and the length of your term?

I have not had the pleasure of serving on a board.

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

None at this time. However, I do manage the Human Resources functions for Campbell County and develop leadership trainings for internal employees.

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

Potentially professional as I am unsure if my role with the County would be considered a conflict.

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

I worked very closely with Public Health through out the COVID-19 pandemic, providing support and communications to the employees of Campbell County.

Please list your current and past areas of community and county involvement?

Currently: Cub Scouts
Past: Skills USA

If you have any questions please call the Office of the Commissioners at 307-682-7283.Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

Campbell County
wyoming

APPLICATION FOR SERVICE ON APPOINTED BOARDS

Name: Jennifer Larson Date: 4.5.21

Place of Employment: Powder River Orthopedics Address: _____

Mailing Address: [redacted] Zip: 82716

Phone Numbers: [redacted]

Email: [redacted] Length of Residency in Campbell County: 21

I am interested in serving on one or more of the following Boards of Campbell County:

(Please prioritize if more than one checked.)

_____Airport – 5-year term

_____Building Code Appeals – 3-year term

_____Children's Developmental Services – 3 yr. term

_____Corrections – 4-year term

_____Fair – 5-year term

_____Lodging Tax Joint Powers Board – 3-year term

_____Joint Powers Fire – 3-year term

_____Joint Powers Public Land – 3-year term

_____Natural Resource and Land Use – 3-year term

_____Halls of Art Committee – 3-year term

_____Adult Treatment Court Board – 3-year term

_____North East Wyoming Economic Development (NEWEDC) – 3-year term

_____Parks & Recreation – 5-year term

_____Planning Commission – 3-year term

_____Predator Management District – 3-year term

__X__Public Health – 5-year term

_____Public Library – 3-year term

_____Rockpile Museum – 3-year term

_____Senior Center – 3-year term

_____Joint Powers Regional Water Panel – 3-year term

_____Weed and Pest – 4-year term

_____Council of Community Services – 3-year term

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

I have worked as a nurse in our community for almost 18 years and have recently discovered that I have a bigger interest in guiding the direction of public health goals within our community. The Covid pandemic has really opened my eyes to the fact that our health care facilities and residents deserve people on their side who are strong, knowledgeable and willing to put in the time needed to make well informed decisions and provide education and other services to the members of our community.

Please list all Boards you have previously served on and the length of your term?

I have not served on a board in the past

Please list any formal Board training or programs, such as the Gillette Area Leadership Institute, in which you have participated?

I do not have formal leadership training

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

I do not believe I would have any personal or professional conflicts of interest

Please describe any current or past association you have with the organization to which you applying to become a Board Member?

I have utilized public health for immunizations for myself and my children. I have applied to work as a nurse at Public Health in the past.

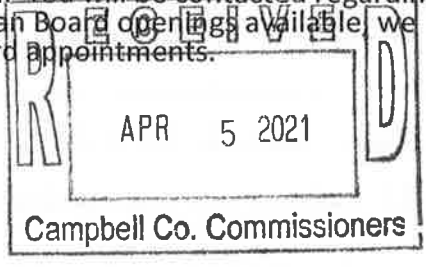
Please list your current and past areas of community and county involvement?

Volunteer to help with my church's events. I have volunteered time to wellness/health fairs for blood draws and educational booths. I have taught classes for patients and families at CCH.

Please mail, fax or deliver your completed Campbell County Board application to:

Office of the Commissioners
500 South Gillette Avenue
Suite 1100
Gillette, WY 82716
307.682.7283 (office)
307.687.6325 (fax)

Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates than Board openings available, we encourage you to re-apply for consideration on future Board appointments.



(Please use additional sheets if necessary.)

Print

Board Application - Submission #8166

Date Submitted: 4/10/2021

Campbell County
wyoming

First Name	Last Name	Date
Alicia	Le Pard	04/10/2021

Place of Employment	Email Address	Length of Residency
High Desert Healthcare, LLC	[redacted]	26 years

Address1	City	State	Zip
[redacted]	Gillette	WY	82718

Best Number to Contact You
[redacted]

I am interested in serving on one or more of the following Boards of Campbell County:

- ☐ Airport (5 Year Term)
- ☐ Building Code Appeals (3 Year Term)
- ☐ Children's Developmental Services (3 Year Term)
- ☐ Corrections (4 Year Term)
- ☐ Fair (5 Year Term)
- ☐ Lodging Tax Joint Powers (3 Year Term)
- ☐ Joint Powers Fire (3 Year Term)
- ☐ Joint Powers Public Land (3 Year Term)
- ☐ Natural Resource and Land Use Plan (3 Year Term)
- ☐ Energy Capital Economic Development (3 Year Term)
- ☐ Parks and Recreation (5 Year Term)
- ☐ Planning Commission (3 Year Term)
- ☐ Predator Management District (3 Year Term)
- ☑ Public Health (5 Year Term)
- ☐ Public Library (3 Year Term)
- ☐ Rockpile Museum (3 Year Term)
- ☐ Senior Center (3 Year Term)
- ☐ Joint Powers Regional Water Panel (3 Year Term)

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

Campbell County's Public Health is a vital service to our community. Yet, its mission, services and scope is hidden from public view. In light of our recent pandemic, services performed could have been improved - timely access to flu, COVID-19 and regular immunizations were hampered by a lack of planning, personnel, and financial foresight. Specifically, a) use of ancillary personnel (Nurses) to provide immunizations was possible under state law and Board of Nursing rules, yet was not utilized. 2) Implementation of county resources and private businesses to conduct immunizations in a rapid and timely manner were not openly explored when offered, 3) the Health Coalition was not utilized effectively

Please list all Boards you have previously served on and the length of your term?

Wyoming Nurses Association, Northeast Wyoming Region, 8 years
Wyoming Nurses Association, Executive Board 8 years

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

No known conflicts

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

Word of mouth, referral for services

Please list your current and past areas of community and county involvement?

Active in advocating for nurse and nurse practitioner rights at the state and national level. Recently part of the activity as part of the Task Force AGAINST urban chickens in Gillette.

If you have any questions please call the Office of the Commissioners at 307-682-7283. Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

Print

Board Application - Submission #8141

Date Submitted: 4/2/2021

Campbell County
wyoming

First Name	Last Name	Date
Sara	Miller	4/2/2021

Place of Employment	Email Address	Length of Residency
Gillette College	[redacted]	4 years

Address1	City	State	Zip
[redacted]	Gillette	WY	82718

Best Number to Contact You

[redacted]

I am interested in serving on one or more of the following Boards of Campbell County:

- ☐ Airport (5 Year Term)
- ☐ Building Code Appeals (3 Year Term)
- ☐ Children's Developmental Services (3 Year Term)
- ☐ Corrections (4 Year Term)
- ☐ Fair (5 Year Term)
- ☐ Lodging Tax Joint Powers (3 Year Term)
- ☐ Joint Powers Fire (3 Year Term)
- ☐ Joint Powers Public Land (3 Year Term)
- ☐ Natural Resource and Land Use Plan (3 Year Term)
- ☐ Energy Capital Economic Development (3 Year Term)
- ☐ Parks and Recreation (5 Year Term)
- ☐ Planning Commission (3 Year Term)
- ☐ Predator Management District (3 Year Term)
- ☑ Public Health (5 Year Term)
- ☐ Public Library (3 Year Term)
- ☐ Rockpile Museum (3 Year Term)
- ☐ Senior Center (3 Year Term)
- ☐ Joint Powers Regional Water Panel (3 Year Term)

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

I am interested in completing the term that is currently open due to Ivy McGowan's resignation.
I have 20+ years of healthcare experience, primarily in administration. I was the administrated at Pioneer Manor from 1999-2006. I feel my experience, health care background and education would be beneficial in the role of a public health board member.
During the Covid pandemic, I felt that the communication coordination between the numerous entities in our county was executed very clear and concise.
At this time my only objective to becoming a board member is to utilize my experience to enhance the health of Campbell County
residents.

Please list all Boards you have previously served on and the length of your term?

United Methodist Church - Gillette - 3 years
Bryan Health Science - Lincoln, NE - 2 years
SD Health Information Management Assoc. - 5 yrs

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

Completed GALI training
As administrator at Pioneer Manor, I answered to an advisory board for the 7 years I was employed.

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

No. I am semi-retired and currently work part time at Gillette College.

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

I have no current or past association with the public health board.

Please list your current and past areas of community and county involvement?

Actively attend the Journey Church.
Moved back to Gillette in the fall of 2017 and I've been looking for an area to volunteer which would best suit my interests and where I could be an asset to the organization's mission.

If you have any questions please call the Office of the Commissioners at 307-682-7283.Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

Print

Board Application - Submission #8156

Date Submitted: 4/8/2021

Campbell County
wyoming

First Name	Last Name	Date
Veronica	Taylor	Date 4/8/2021

Place of Employment	Email Address	Length of Residency
University of WY	[redacted]	68 years

Address1	City	State	Zip
[redacted]	Gillette	WY	82718

Best Number to Contact You

[redacted]

I am interested in serving on one or more of the following Boards of Campbell County:

- ☐ Airport (5 Year Term)
- ☐ Building Code Appeals (3 Year Term)
- ☐ Children's Developmental Services (3 Year Term)
- ☐ Corrections (4 Year Term)
- ☐ Fair (5 Year Term)
- ☐ Lodging Tax Joint Powers (3 Year Term)
- ☐ Joint Powers Fire (3 Year Term)
- ☐ Joint Powers Public Land (3 Year Term)
- ☐ Natural Resource and Land Use Plan (3 Year Term)
- ☐ Energy Capital Economic Development (3 Year Term)
- ☐ Parks and Recreation (5 Year Term)
- ☐ Planning Commission (3 Year Term)
- ☐ Predator Management District (3 Year Term)
- ☑ Public Health (5 Year Term)
- ☐ Public Library (3 Year Term)
- ☐ Rockpile Museum (3 Year Term)
- ☐ Senior Center (3 Year Term)
- ☐ Joint Powers Regional Water Panel (3 Year Term)

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

I would like to serve on the Public Health Board because I am semi-retired and feel I have a lot of knowledge to give back to my community. I am an RN licensed in WY and have worked at Campbell County Health for 27 years. I retired in 2017 and am currently teaching 1 or 2 classes a semester online for the Univ of WY Faye W Whitney School of Nursing. My Masters degree is in Community Health and I have years of leadership experience in Nursing and Health care. With the recent COVID-19 pandemic I have felt that my experience in Infection Prevention and leadership would help with guidance in meeting the needs of community health. I believe that our Public Health Department does a fine job and has been overloaded with COVID-19. I am not sure that I have specific objectives to change however I would bring knowledge, experience and fiscal responsibility to the board.

Please list all Boards you have previously served on and the length of your term?

GC Advisory board - 7 years
CC Planning Commission - 2 years
WSBN - 6 years (President of board 2 years)
WNA - 8 years, Past President-Elect and President, two year break, Current Treasurer
Campbell County Health Care Foundation Board - 10 years
Health Care Coalition - founding member until 2019
LEPC - Campbell County - 9 years - currently volunteer for CCEM

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

GALI graduate
Developed WNLI (Wyoming Nurse Leadership Institute) - coordinated and taught for 10 years
Board training for WSBN
Board training for WNA
Robert Wood Johnson/AARP board training
GC advisory board training
CCHCF board retreat - board training

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

No conflict of interest noted.

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

As a colleague Nola, Della and Jane were on emergency response, health care coalition, and community assessment activities with me. I believe this gave me an understanding of our PH responsibilities in the community.

Please list your current and past areas of community and county involvement?

I believe that the above list of board membership demonstrates my involvement in the community and county.

If you have any questions please call the Office of the Commissioners at 307-682-7283.Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

The following page(s) contain the backup material for Agenda Item: 10:15 Formation of Piper Acres Improvement & Service District

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Office of
Campbell County Clerk
P.O. Box 3010
Gillette, WY 82717-3010
Phone (307)682-7285 Fax (307)687-6455

MEMORANDUM

TO: Sandra Beeman
Office of County Commissioners

FROM: Kendra Anderson KA
Campbell County Deputy Clerk

DATE: April 29, 2021

RE: Formation of Piper Acres Improvement and Service District

Attached to this cover memo is the Notice of Hearing for the Formation of Piper Acres Improvement and Service District, scheduled for May 4, 2021 at 10:15 AM. I will be presenting at the hearing.

After the hearing, there is a thirty-day protest period. If after the protest period, there are no written protests, I will forward you an order approving the formation and providing for notice of election date for the Commissioners June 15, 2021 regular meeting agenda.

Please contact me if you need more information.

cc:
Sean Brown
Patrick Carpenter

BEFORE THE CAMPBELL COUNTY
BOARD OF COUNTY COMMISSIONERS

IN THE MATTER OF:)
)
A Petition for Formation of)
Piper Acres Improvement and Service District)

NOTICE OF PUBLIC HEARING ON PETITION FOR FORMATION OF PIPER ACRES IMPROVEMENT AND SERVICE DISTRICT

PLEASE TAKE NOTICE THAT a hearing will be held on behalf Thomas Civin, TLC Developments, LLC, petitioning for the formation of Piper Acres Improvement and Service District as follows:

1. The filed petition, having been signed by not less than sixty (60%) of the persons owning land within the territory proposed to be included within the district, whose land has an assessed value of sixty (60%) percent or more, may be inspected at the office of the Campbell County Clerk.

2. The name of the proposed district shall be Piper Acres Improvement and Service District.

3. The purpose of the district and the description of the improvements and services to be provided by the district are to manage service and maintain the central water system and all roadways within proposed district which currently serve the owners of land within the proposed district.

4. The district may also provide subdivision control and may serve any other purpose allowed by law.

5. The area of the district does not overlap any land presently within any other improvement and service district, nor does it include any lands within a city or town.

6. The proposed district is located within Campbell County, Wyoming, and is more particularly described on Exhibit "A".

7. The Board of Directors of the proposed district may establish monthly assessments for all tracts in the district to establish a fund for maintenance, expansion and improvements to the water system and roadways. It is not anticipated that any financing will be necessary for funding the expenditures of the district in the first year. The district shall have such powers as authorized by statute for funding any future needs of the district.

8. The undersigned Petitioner is the sole owner of land within the proposed district. The Petitioner's consent and approval to the formation of this district is attached hereto as Exhibit "B" and is incorporated herein by reference. There are presently no other landowners within the district who must consent or approve to the formation of the district.

   The assessment rolls of Campbell County, Wyoming should be used for the purpose of verifying the Petitioner's right to vote in this matter.

9. The petitioner hereby requests that the Board of County Commissioners in its resolution calling for an organizational election for formation of the district provide for appropriate election procedures for the initial Board of Directors of the district. The following individuals are willing to serve on or file as candidates for election to the initial Board of Directors:
   a. Thomas Civin
      1461 Thomas Drive
      Sheridan, WY 82801
   b. Lynne Civin
      1461 Thomas Drive
      Sheridan, WY 82801
   c. Tom Simons
      P.O. Box 3551
      Gillette, WY 82717
10. Thomas Civin agrees to be responsible for all costs associated the formation of the district.
11. Petitioner hereby accompanies this petition with a map of the proposed district.
12. The petitioner does hereby consent to the inclusion within the district of any and all lands owned by it located within the proposed district as previously described.

FURTHER NOTICE IS HEREBY GIVEN the hearing will be held on May 4, 2021 at 10:15 A.M. in the chambers of the Board of County Commissioners located in the Campbell County Courthouse, 500 S. Gillette Ave., Gillette, Wyoming.

All interested persons may appear and be heard on the matter.

DATED THIS 6th day of April 2021

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

ATTEST:

Robert L Maul

Bob Maul, Chairman

Susan Saunders

Susan F. Saunders, County Clerk

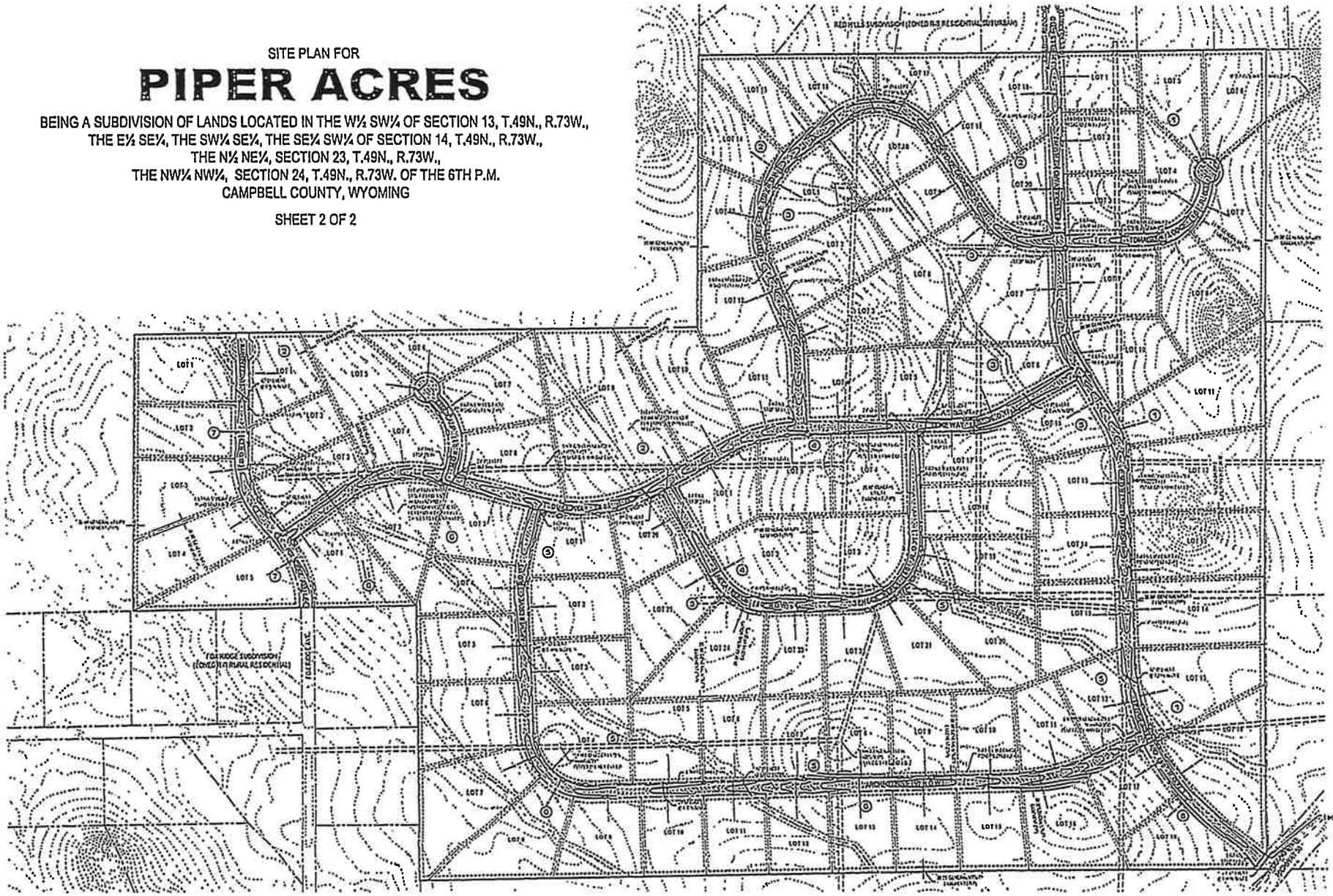
April 27, 2021
May 1, 2021

SITE PLAN FOR

PIPER ACRES

BEING A SUBDIVISION OF LANDS LOCATED IN THE W½ SW¼ OF SECTION 13, T.49N., R.73W.,
THE E½ SE¼, THE SW¼ SE¼, THE SE¼ SW¼ OF SECTION 14, T.49N., R.73W.,
THE N½ NE¼, SECTION 23, T.49N., R.73W.,
THE NW¼ NW¼, SECTION 24, T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 2 OF 2



4 PIPER ACRES OVERALL SITE PLAN

SCALE 1" = 200'
MINOR CONTOUR INTERVAL 5'
MAJOR CONTOUR INTERVAL 25'

ENGINEER
KLJ
1900 West Hollow Drive, Suite B
Gillette, WY 82718

OWNER
TLC Developments
1481 Thomas Drive
Sheridan, WY 82801

KLJ

EXHIBIT "A"

(Legal Description)

PIPER ACRES PHASE I, A TRACT OF LAND BEING THE W1/2SW1/4 OF SECTION 13; THE SE1/4SW1/4, THE S1/2SE1/4, AND NE1/4SE1/4 OF SECTION 14; THE N1/2NE1/4 OF SECTION 23, AND A PORTION OF THE NW1/4NW1/4 OF SECTION 24, TOWNSHIP 49 NORTH, RANGE 73 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING. SAID TRACT OF LAND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 23, BEING THE TRUE POINT OF BEGINNING;

THENCE S89°04'01"W ALONG THE SOUTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1331.91 FEET TO THE SOUTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N00°46'54"E ALONG THE WEST LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1322.27 FEET TO THE NORTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N89°17'41"E ALONG THE NORTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1330.13 FEET TO THE NORTHEAST CORNER OF THE SAID SE1/4 SW1/4 OF SECTION 14;

THENCE N89°18'03"E ALONG THE NORTH LINE OF THE SW1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.98 FEET TO THE NORTHEAST CORNER OF THE SAID SW1/4 SE1/4 OF SECTION 14;

THENCE N00°43'15"E ALONG THE WEST LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1311.76 FEET TO THE NORTHWEST CORNER OF THE NE1/4 SE1/4 OF SAID SECTION 14;

THENCE N89°30'06"E ALONG THE NORTH LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.09 FEET TO THE EAST QUARTER CORNER OF SAID SECTION 14;

THENCE N89°01'11"E ALONG THE NORTH LINE OF THE W1/2 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1335.56 FEET TO THE NORTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'21"W ALONG THE EAST LINE OF THE NW1/4 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.62 FEET TO THE SOUTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'56"W ALONG THE EAST LINE OF THE SW1/4SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.78 FEET TO THE SOUTHEAST CORNER OF THE SW1/4SW1/4 OF SAID SECTION 13;

THENCE S00°10'03"W ALONG THE EAST LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24, A DISTANCE OF 1260.46 FEET TO THE NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50;

THENCE S40°16'44"W ALONG THE SAID NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50, A DISTANCE OF 95.46 FEET TO THE SOUTH LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°39'26"W ALONG THE SAID SOUTH LINE OF THE NW1/4 NW1/4 OF SECTION 24, A DISTANCE OF 1276.71 FEET TO THE SOUTHWEST CORNER OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°01'01"W ALONG THE SOUTH LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 2659.56 FEET TO THE SOUTHWEST CORNER OF SAID N1/2 NE1/4 OF SAID SECTION 23;

THENCE N00°14'43"W ALONG THE WEST LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 1332.68 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 23 AND THE TRUE POINT OF BEGINIING.

SAID TRACT OF LAND CONTAINS 363.304 ACRES, MORE OR LESS.

CONSENT AND APPROVAL TO FORM THE
PIPER ACRES IMPROVEMENT
AND SERVICE DISTRICT

I, the undersigned landowner within the Piper Acres Subdivision, located in Campbell County, Wyoming, hereby indicate my consent and approval to form the Piper Acres Improvement and Service District. This Approval and Consent shall be attached to the Petition to form the Piper Acres Improvement and Service District.

Landowner's Name: Thomas Civin / TLC Developments, LLC

Property Description: Piper Acres Subdivision, Gillette, Campbell County, WY

Thomas Civin

Signature of Landowner
Thomas Civin
Managing Member of
TLC Developments, LLC

2/3/21
Date

EXHIBIT
B

The following page(s) contain the backup material for Agenda Item: 10:30 Country Living Acres Zoning Request

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Memorandum Department of Public Works

TO: Campbell County Board of Commissioners

FROM: Megan Nelms, AICP, Planner and Zoning Administrator

DATE: April 27, 2021

SUBJECT: Country Living Acres Zoning

Case Number: 21.01 COZ

Summary: The applicants are proposing to zone Lots 1-18, Block 1 of Country Living Acres Subdivision, including the rec area lot. These are developed, residential lots, averaging 5-acres in size.

Current Zoning: Unzoned

Proposed Zoning: R-S (Residential Suburban District)

Planning Commission Recommendation: On April 15, 2021, the Planning Commission recommended APPROVAL of the zoning request.

Staff Recommendation: Staff recommends APPROVAL of the zoning request.

500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax

Campbell County
wyoming

Country Living Acres
Zoning Request

April 27, 2021

Planning Commission Meeting	**Board of Commissioners Meeting**
April 15, 2021	May 4, 2021

Applicant: Country Living Acres Subdivision **Case Number:** 21.01 COZ

Agent: Country Living Acres HOA; Bob Jordan, President

Summary: The applicants are proposing to zone Lots 1-18, Block 1 of Country Living Acres Subdivision, including the rec area lot. These are developed, residential lots, averaging 5-acres in size.

Legal Description: Block 1, Country Living Acres Subdivision

Location: The subdivision is located approximately 5-miles south of City of Gillette limits, on the east side of Highway 50.

Current Zoning: Unzoned

Proposed Zoning: R-S (Residential Suburban)

Existing Land Use: Developed residential subdivision lots

Adjacent Land Use: North: Home on larger acre tracts (unzoned)
South: Vacant grasslands (unzoned)
East: Cattle Trail Subdivision (R-R)
West: Vacant grasslands (unzoned)

Zoning Considerations:

The property falls outside the boundaries of the 2013 County Future Land Use Map, however there are nearby residential subdivisions and large-acreage residential tracts surrounding the subdivision. The re-zoning request is compatible with adjacent uses.

The zoning request is for Lots 1-18, Block 1 of Country Living Acres Subdivision only. Block 2, which lies north, across Highway 50, is excluded from the zoning.

Staff Recommendation:
Staff recommends APPROVAL of the zoning request.

Planning Commission Recommendation:
At their April 15, 2021 meeting, the Planning Commission recommended APPROVAL of the proposed zoning request.

Board of Commissioners' Decision:

Campbell County
wyoming

Application for **Zoning Amendment**

Permit Cost: **$200.00**

Primary Code Reference: **Chapter 7, Sections 10.60 and 10.5**

Applicant Information

Name of Applicant: COUNTRY LIVINGS ACRES - HOA - PRESIDENT	
Applicant Phone Number: 307-689-5879	Applicant Fax Number:
Applicant Mailing Address: PO Box 2321	
Applicant Email Address: rgjordanwyo@yAHoo.com	
Relationship of Applicant to Property: ☐ Owner ☐ Tenant ☐ Lessee ☑ Other	
Name of Authorized Agent (if applicable): Bob Jordan - Board President	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

Property and Use Information

Property Address (if different from applicant): —	
Current Zoning: Unzoned	Current Use: Residential
Proposed Zoning: R-S (Residential Sub.)	Proposed Use: Residential
Legal Description(s): Country Living Acres Subdivision	

Project Information

Description of Amendment: *Please describe your project/use in as much detail as you feel necessary. Use extra sheets if required.*

SUBDIVISION NOT ZONED REQUEST ZONING TO RS

FOR USE BY COUNTY STAFF – DO NOT WRITE HERE

Case Name/No.: 21.01 C02	Date Received: 3-11-21
Fee/Amount Paid: —	
Planning Comm. Date: 4-15-21	PC Recommendation: ☐ Approve ☐ Modify ☐ Deny
County Comm. Date:	CC Decision: ☐ Approve ☐ Deny
Chairman:	Date Signed:

The following items shall be submitted along with this application. Please review Chapter 7, Section 10.60 and/or Section 10.5 for the procedures and approvals required for a Zoning Amendment.

Required Materials:

a) A written narrative indicating the requested change in designation and/or the modification of any zoning language, pursuant to the requirements of Section 10.60 or 10.5 and adequate to allow the County Commission to make the findings required by Section 10.60 or 10.5.
b) A depiction of the subject property, showing all structures, landscaping, signage, fencing, road access, and other pertinent features, as well as all access points and adjacent roadways.
c) The names, addresses, and phone numbers of all property owners within 1,000 feet of the subject property.

Acknowledgement of Right to Appeal

The Applicant herein, or his/her authorized Agent, hereby acknowledges that he/she has been advised of the fact that decisions by the County Commission cannot be administratively appealed and that any appeal must be brought before the District Court, according to the requirements of Section 10.70 of the Zoning Regulations.

Applicant Signature: _____ Authorized Agent: _____

Agent Authorization and Request for Notification of Changes

The applicant, if signed below, grants the above noted authorized agent the authority to act on the property owners behalf regarding all matters of this application. Please also check YES if the Applicant requests to receive correspondence from the Planning Division regarding any submittals received or changes made during this application.

Applicant Signature: _____ Date: 3/9/2021

☒ Yes, I request to receive notification of submittal changes made during the application review process.

Country Living Acres
Subdivision

The residence of Country Living Acres wish to zone the subdivision to Rural Subdivision, the board has collected the signatures of the residence March 2021.

The board requests that the four lots on block 2 not be included in the rezoning and will remain as originally zoned.

Block 2 – Lot 1 Gary Jerke
Block 2 – Lot 2 Gary Jerke
Block 2 – Lot 3 John Leddige
Block 2 – Lot 4 John Leddige

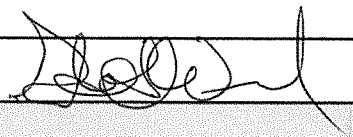
_____ Date 2/28/2021
Bob Jordan – Board President

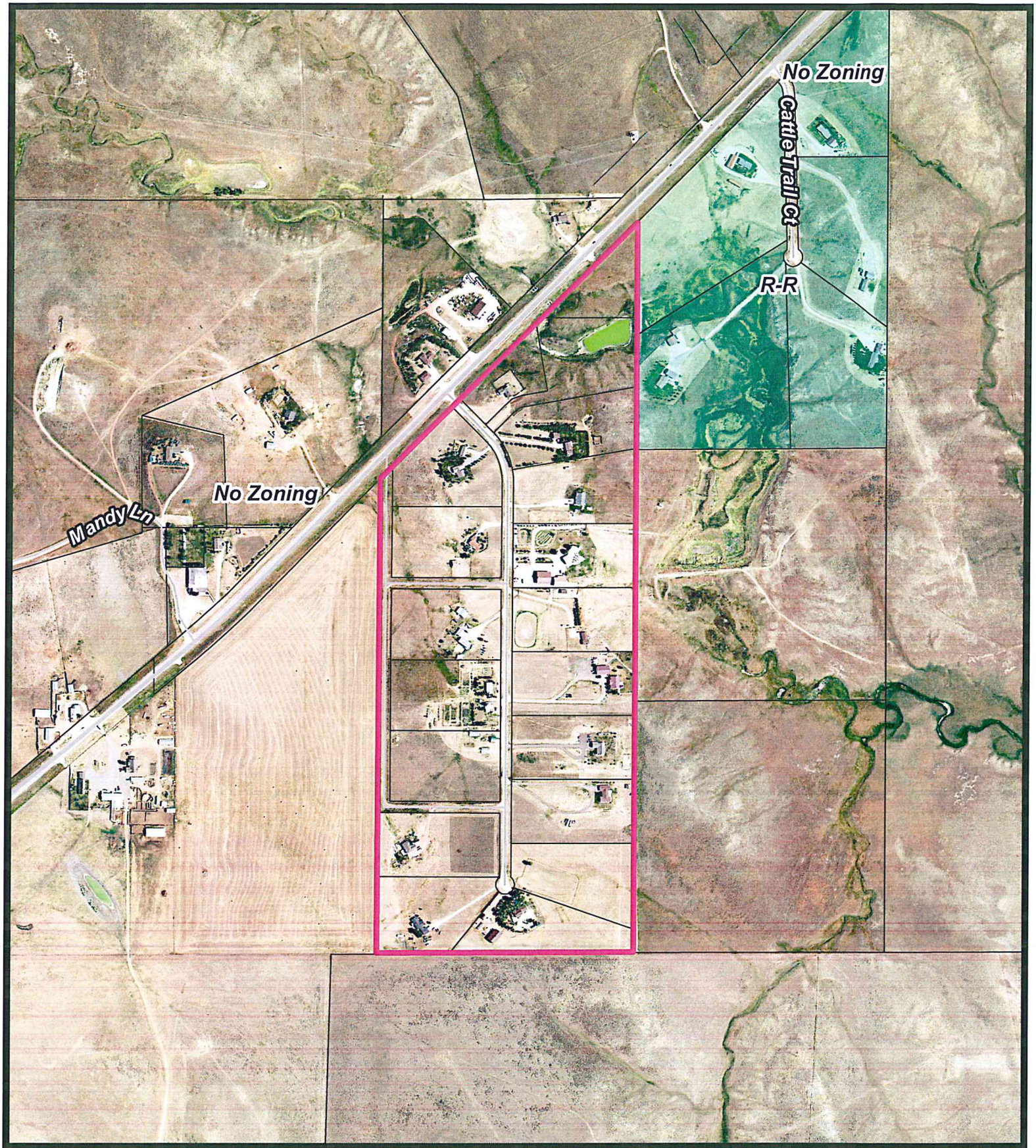
_____ Date 2/28/21
Greg Thomas – Board Vice President

_____ Date _____
Mike Morgan – Board Member

Country Living Acres Subdivision
Petition for Zoning Change

Name	No.	Street Address	Legal Description			Signitures	
			Country Living Acres	Lot	Block	Spouse	Spouse
Holly Ailts	11	Hereford Drive	Country Living Acres	15	1		
Jony Allen	27	Hereford Drive	Country Living Acres	12	1		
Dusty & Brenda Cargal	4	Hereford Drive	Country Living Acres	1	1		
Sue Ann Cosgrove	1069	Hwy 50	Country Living Acres	17	1		
Sue Ann Cosgrove	1	Hereford Drive	Country Living Acres	18	1		
Robert & Rita Jordan	36	Hereford Drive	Country Living Acres	5	1		
Robert & Rita Jordan	30	Hereford Drive	Country Living Acres	4	1		
Michael & Tracy Morgan	22	Hereford Drive	Country Living Acres	3	1		
Timothy & Terra Norton	42	Hereford Drive	Country Living Acres	6	1		
Michael Pilcher	33	Hereford Drive	Country Living Acres	11	1		
David and Wanda Rosenbaur	5	Hereford Drive	Country Living Acres	18	1		
Billy Sabo	39	Hereford Drive	Country Living Acres	10	1		
Gregory & Jennifer Thomas	49	Hereford Drive	Country Living Acres	8	1		
Gregory & Jennifer Thomas		Hereford Drive	Country Living Acres	9	1		
Barron Van Pelt	48	Hereford Drive	Country Living Acres	48	1		
Michael Wandler	17	Hereford Drive	Country Living Acres	17	1		
Michael Wandler	21	Hereford Drive	Country Living Acres	21	1		

Steven & Debra Wuensch	18	Hereford Drive	Country Living Acres	18	1		Debra Wuensch
			Legal Description			Sigintures	
Name	No.	Street Address	Country Living Acres	Lot	Block	Signature	
Gary & Susan Jerke	1086	Hwy 50	Country Living Acres	1	2	Gary L Jerke	Susan Jerke
Gary & Susan Jerke	1086	Hwy 50	Country Living Acres	2	2	Gary L Jerke	Susan Jerke
John & Melinda Leddige	1060	Hwy 50	Country Living Acres	3	2	John V Leddige	Melinda Leddige
John & Melinda Leddige	1074	Hwy 50	Country Living Acres	4	2	John V. Leddige	Melinda Leddige



Campbell County
wyoming

N

0 440 880
Feet

CAMPBELL COUNTY
DEPARTMENT OF PUBLIC WORKS
500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Country Living Acres Zoning

DATE: 4/7/2021 DRAWN BY: mbl08

Name	Mailing Address	Mailing (	Maili	Mailing Zip
Sue Ann Cosgrove	1 Hereford Dr	Gillette	WY	82718
Donald D & Julie A Belless	10 Bell Rd	Gillette	WY	82718
Welch Sherry L Revocable Trust	PO Box 2818	Gillette	WY	82717
Bar Star Capital LLC	1501 Washington Ave Unit C-1	Golden	CO	80401
Michael J & Carolyn J Wallischeck	603 Mills Ave	Gillette	WY	82718
Wesley A & Judy R Wile	606 S Carey Ave	Gillette	WY	82716
Debora A Percifield	600 S Emerson Ave	Gillette	WY	82716
Mankin Land LLC	1021 Townsend Ln	Casper	WY	82609
Penny Attn Penny Deberg Nelson	PO Box 4158	Gillette	WY	82717
John V & Melinda S Leddige	1068 Highway 50	Gillette	WY	82718
Gary L & Susan K Jerke	1086 State Highway 50	Gillette	WY	82718
Jeffrey L & Holly S Ailts	11 Herford Dr	Gillette	WY	82718
John & Laurie Kluz	1106 State Highway 50	Gillette	WY	82718
Bethlehem Community Church	PO Box 1415	Gillette	WY	82717
A Bar Bar Ranch LLC	1133 Hwy 50	Gillette	WY	82718
Bar Star Capital LLC	1501 Washington Ave Unit C-1	Golden	CO	80401
Wandler Michael D Rev Trust	17 Hereford Dr	Gillette	WY	82718
Steven G & Debra L Wuensch	18 Hereford Dr	Gillette	WY	82718
Campbell County Cemetery District	804 S Emerson Ave	Gillette	WY	82716
Darin & Bonnie Wulf	21 Cattle Trail Ct	Gillette	WY	82718
Michael B & Tracy Morgan	22 Hereford Dr	Gillette	WY	82718
Stephanie Jo Stuber	26 Mandy Ln	Gillette	WY	82718
Jony N Allen	27 Hereford Dr	Gillette	WY	82718
J W Hammond	2704 Antler Rd	Gillette	WY	82718
Bryant J & Dawnlynn S Edwards	28 Cattle Trail Ct	Gillette	WY	82718
Christopher L & Karen Absher Cary	3 Cattle Trail Ct	Gillette	WY	82718
Robert Glen & Rita Ann Jordan	PO Box 2321	Gillette	WY	82717
Brice & Ashley Villmow	32 Mandy Ln	Gillette	WY	82718
Michael Pilcher	33 Hereford Dr	Gillette	WY	82718
Robert G & Rita A Jordan	PO Box 2321	Gillette	WY	82717
Billy J Sabo	39 Hereford Dr	Gillette	WY	82718
Dustin W & Brenda J Cargal	4 Hereford Dr	Gillette	WY	82718
Ronald J & Wanda M Rice	41 Cattle Trail Ct	Gillette	WY	82718
Norton Timothy & Terra Family Rev Trust	42 Hereford Dr	Gillette	WY	82718
S Gregory & Jennifer J Thomas	49 Hereford Dr	Gillette	WY	82718
Pelt Barron Van	48 Hereford Dr	Gillette	WY	82718
Debora A Percifield	600 S Emerson Ave	Gillette	WY	82716
David F & Wanda Rosenbaum	5 Hereford Dr	Gillette	WY	82718
New Land Company LLC	25528 Genesee Trail Rd	Golden	CO	80401
Steven Sobania	6 Bell Rd	Gillette	WY	82718
Brad J & Kristi K Olsen	8 Bell Rd	Gillette	WY	82718
Three Rivers Well Service Inc & Fortner Fami	20 Fly Creek Ln	Broadus	MT	59317
Norlin Julia J Trust	311 Clarkelen Rd	Gillette	WY	82718

Hjorth Investments LLC	PO Box 476	Gillette	WY	82717
Dathaniel E & Monica Rye	951 Hwy 50	Gillette	WY	82718
Jeff L & Becky L Morgan	PO Box 3211	Gillette	WY	82717
Gary L & Darva A Rye	953 State Highway 50	Gillette	WY	82718
Urban Tripp	PO Box 123	Kiron	IA	51448

Campbell County
wyoming

500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax

Department of Planning and Zoning

ZONING NOTICE

A public hearing will be held by the Campbell County Commissioners on Tuesday, May 4, 2021, at 10:30 A.M. in the Campbell County Courthouse, Commissioners' Chambers, at 500 South Gillette Avenue, Gillette, Wyoming for the purpose of hearing a zoning request for Lots 1 through 18, Block 1, Country Living Acres Subdivision. The applicants have requested the currently unzoned properties to be zoned R-S (Residential Suburban)

Anyone having an interest in the property should attend the meeting.

Megan Nelms, AICP
County Planner and Zoning Administrator

Publish: April 20, 2021

The following page(s) contain the backup material for Agenda Item: 10:40 Chapter 4 Rules Regulating Construction - Proposed Amendments

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Department of Public Works *Matt Olsen, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 ● 307-685-8061 ● Building 307-682-1970 ● Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Board of Commissioners

FROM: Jed Holder, Building Code Official

DATE: April 26th, 2021

SUBJECT: Amendments to Chapter 4, Rules Regulating Construction

Summary: The Public Works Building Division has finalized the 2021 of reformatting and making amendments to Chapter 4, Rules Regulating Construction.

The proposed changes/amendments to Chapter 4 include:

- Reformat Chapter 4 by topic and create a Table of Contents
- Itemize exemptions to Chapter 4 for quick reference
- Update the International Building Codes (I-codes) from the 2018 edition to the 2021 as required by WY §35-9-121(ii)
- Update the NFPA 58 Fuel Gas Code from the 2014 edition to the 2020
- Itemize climatic and building design criteria into a single, simple section for quick access
- Make existing floodplain regulations an appendix to Chapter 4 for quick access
- Consolidate duplicated sections where possible
- Remove unnecessary sections that are already addressed in the I-Codes
- Delete/alter 21 previous amendments that made Chapter 4 regulations more stringent than the I-Codes
- Reinstate four previously deleted I-code sections strengthening regulations
- Add/alter language and definitions that make the regulations easier to understand
- Remove Community Water System permitting requirements from Chapter 4 and move to Chapter 6, Subdivision Regulations
- Amend two sections of the Building and Plumbing codes to keep bathrooms separated by gender

A 45-day public comment period and a public hearing are required prior to adoption of the amended rules. We will hold public open houses for those wishing to ask questions regarding the amendments to both Chapter 4 and Chapter 6. Open houses are scheduled for May 19th in GAMB – Cottonwood Room and May 27th in the Gillette Library – Wyoming Room. Copies of the rule amendments are available from the Public Works office in the Courthouse, and online on the County website.

Staff Recommendation: Staff recommends the Board put the proposed amendments to Chapter 4 out for 45-day public comment and set a public hearing date for July 6th, 2021.

SUMMARY OF PROPOSED AMENDMENTS TO CAMPBELL COUNTY RULES REGULATING CONSTRUCTION, 2021

Item	SUBJECT	PROPOSED AMENDMENTS	REASON FOR CHANGES
MANDATORY AND NON-REGULATORY AMENDMENTS, ITEMS 1 – 3			
1.	**Chapter 4 Reformatting**	• Change the format of Chapter 4 by dividing it into sections based on topic, consolidating duplicated amendments, removal of redundant language, and creation of a Table of Contents.	• The current version has inter-related topics scattered throughout the text making it difficult to find information. Furthermore, redundant amendments have been made that are already in other sections of Chapter 4 or are addressed in the adopted model codes. Finally, the current version has neither a Topical Index or Table of Contents to aid the user in quickly and accurately finding the desired information.
2.	**Updating the 2018 Family of International Building Codes (I-Codes)**	• Update the model building codes from the 2018 family of I-Codes to the 2021 version.	• Per WY Stat 35-9-121(a)(ii), Jurisdictions that have delegated authority to administer building/fire codes from the State Fire Marshall must adopt the same standards as the state within 6 months of enactment. The State will be adopting the 2021 family of I-Codes sometime during the summer of 2021.
3.	**Updating the Liquified Petroleum Gas Code (NFPA 58)**	• Update the adopted NFPA 58 from the 2014 version to the 2020 version.	• Same reason as the I-Code update above.

PROPOSED AMENDMENTS[1] EASING CHAPTER 4 REGULATIONS, ITEMS 4 - 11			
Item	**SUBJECT**	**PROPOSED AMENDMENTS**	**REASON FOR CHANGES**
4.	**International Building Code (IBC)**	A. Repeal Amendment to Section 1809.4 'Depth of Footings', 42" (Sec. 3.A.17) B. Amend IBC Table 2902.2 'Minimum Number of Required Fixtures' making drinking fountains optional. (Sec. 3.A.20)	• Staff recommends deleting this amendment. IBC Section 1809.4 'Depth of Footings' addresses shallow frost-protected footings. Shallow frost-protected footings are a design option that makes it possible for foundations to be placed above the local frost line. This amendment effectively eliminates that option for designers. Eliminating this amendment makes that option available again to design professionals. • Last year the code was amended to raise the threshold of when drinking fountains were required. After further review and research, staff recommends deleting this section as written and make drinking fountains optional. If the applicant chooses to install drinking fountains, then the installation would be required to meet all applicable ADA standards, etc.

[1] Section references in red are where the proposed amendment can be found in 'Document 'A'', the new Chapter 4 format working document.

5.	**International Residential Code (IRC)**	A. Repeal the Amendment Deleting IRC Table R302.1.(2), 'Exterior Walls, Dwellings with Sprinkler Systems' (Sec. 4.A.9)	• Staff recommends leaving Table R302.1.(2) in the IRC. This allows a developer the option of voluntarily adding a fire sprinkler system thereby reducing other required fire safety features. This lets the developer decide the best option for their project.
		B. Repeal the Amendment Deleting IRC Section 309.5, 'Garage Fire Sprinklers' (Sec. 4.A.11)	• Staff recommends leaving Section 309.5 in the IRC with the amended language making this section optional to the developer. This gives the develop more options to build.
		C. Repeal the Amendment to IRC Section M1502.4.2, 'Dryer Duct Installation' (Sec. 4.A.18)	• Staff recommends deleting this amendment. The amendment is over twice as stringent as the nationally recognized minimum standard for duct installation.
		D. Repeal the Amendment to IRC Section M1701.2.1 'Exhaust & Ventilation' (Sec. 4.A.19)	• Staff recommends deleting this amendment. Section M1701.2.1 deals with gas-fired appliance combustion air. Combustion air standards are addressed in IRC Chapter 24 as cross-referenced in Section M17. The use of the amendment wording 'Exhaust & Ventilation' leads staff to believe that this amendment may have been added in error to this section. (Exhaust & Ventilation is a separate system altogether from Combustion Air.)
		E. Repeal the Amendment Deleting IRC Section G2406.2 Exceptions 3 & 4, 'Unvented Room Heaters' (Sec. 4.A.20)	• Staff recommends deleting this amendment that disallows unvented room heaters and leave Section G2406.2 Exceptions 3 & 4 intact.

5. (Cont'd)	**International Residential Code (Cont'd)**	F. Repeal the Amendment Deleting IRC Section G2444.1 'Unit Heaters' (Sec. 4.A.21)	• The IRC has safeguards in place to address unvented room heaters. Furthermore, this is a frequently requested item here in Campbell County. This give builders, homeowners, and local HVAC contractors more options to choose from when installing comfort heating.
		G. Repeal the Amendment to IRC Section G2445.2 'Prohibited Use' (Sec. 4.A.22.)	• The current amendment to this IRC section is redundant. The safeguards that this amendment provides is already addressed in other sections of the IRC.
		H. Repeal the Amendment Deleting IRC Section G2445.4 'Unvented Room Heaters, Prohibited Locations' (Sec. 4.A.23)	• Should the use of unvented room heaters be approved, this IRC section will need to be left intact in the IRC.
		I. Repeal the Amendment to IRC Section P2503.5.1 'Rough Plumbing Water Test' (Sec. 4.A.24)	• Staff recommends deleting this amendment requiring a 10' 'head pressure' test. The IRC only requires 5' because it is impractical in most situations to provide the necessary 10' of vertical pipe filled with water to satisfy this amendment. The model code research team could find no empirical evidence to suggest that 5' of head pressure is inadequate for the intended purposes.
		J. Repeal the amendment to the IRC deleting Chapters 34 – 43 and replacing it by amending IRC Section E3401.1.	• Chapters 34-43 of the IRC governs electrical installations. The code sections are lifted directly from the 2020 NEC but organized in a logical format. Staff recommends leaving those sections intact thereby only having to use one code book in the field.

6.	**International Mechanical Code (IMC)**	• Repeal the Amendment to Section 303.3 'Prohibited Locations' Unvented Heaters (Sec. 5.A.6)	• Staff recommends deleting this amendment that disallows unvented heaters except for detached garages. The IMC has safeguards in place to address unvented room heaters. Furthermore, this is a frequently requested item here in Campbell County. Repealing this amendment give builders, homeowners, and local HVAC contractors more options to choose from when installing comfort heating.
7.	**International Plumbing Code (IPC)**	A. Amend Table 403.1 'Minimum Number of Required Fixtures' mandating drinking fountains and now make them optional. (Sec. 6.A.12) B. Repeal the Amendment to Section 410.2 'Small Occupancies' lowering the threshold of when drinking fountains are required and make drinking fountains optional. (Sec. 6.A.13)	• After further review and research, staff recommends making drinking fountains optional. If the applicant chooses to install drinking fountains, then the provisions of the applicable codes would apply. • Last year the code was amended to raise the threshold of when drinking fountains were required by amending Section 410.2 'Small Occupancies'. Approving the proposed amendment above will render this amendment moot.
8.	**International Fuel Gas Code (IFGC)**	A. Repeal the Amendment to Section 303.3 'Exceptions #3 & #4' (Unvented Heaters) (Sec. 7.A.5) B. Repeal the Amendment to Section 621.4 'Prohibited Locations' Unvented Heaters (Sec. 7.A.6)	• Same comment as above for the IMC. • Same comment as above for the IMC.

9.	**National Electric Code (NEC)**	A. Repeal the amendment to NEC Section 230.79(C) requiring 200-amp minimum services for homes. (Sec. 10.A.2)	• Staff can find no reason for this requirement. The NEC only requires a 100-amp service to residential dwellings which is generally far more than enough for most homes. If the total household load exceeds 100 amps, the contractor simply upsizes the service accordingly. This amendment is an unnecessary expense for developers/homeowners.
		B. Repeal the amendment to NEC Section 250.53(A)(2) 'Exception' that disallowed the use of ohm meters to demonstrate compliance with the NEC (Sec. 10.A.3)	• This section of the NEC allows an electrician to prove that the grounding electrode system that has been installed meets the requirements of the code by electrical testing equipment even if the physical installation does not comply with the prescriptive requirements. Staff suggests repealing this amendment that disallowed the electrician from utilizing that option. This gives installers greater flexibility should they choose to do so.
10.	**Section 12 Small Wastewater Systems (SWWS)**	• Repeal Chapter 4 Section 10.4 eliminating the requirement to pump septic tanks to verify tank size before energizing a home or business when no historical records of the SWWS are available. (Sec. 12.A.3)	• Staff can find no reason for this requirement and believe that our SWWS ordinance allows existing systems to remain in service provided that a change in the use of the septic system has not occurred.

11.	**Section 1.3.B.10 'Site Plan Review Meeting'**	• Amend Section 1.3.B.10, from a Mandatory Site Plan Review Meeting to an Optional Site Plan Review Meeting	• Staff recommends changing this administrative section from mandatory to optional (as determined by staff). Not every commercial project rises to the complexity requiring an in-person meeting. Making this optional will speed the permitting process and reduce the amount of time developers must spend obtaining permits.
PROPOSED AMENDMENTS STRENGHTENING CHAPTER 4 REGULATIONS, ITEMS 12 – 16			
12.	**International Mechanical Code (IMC)**	• Repeal the Amendment to IMC Section 501.3 'Outdoor Discharge' allowing indoor exhaust air to discharge into attic spaces. (Sec. 5.A.8)	• Staff suggests repealing this amendment and reinstate the IMC section as written. Venting warm, moisture laden air into a cold attic condenses into water and causes wood rot, mold, and reduces the effectiveness of insulation. Virtually all local builders recognize the problem of venting to the attic and already voluntarily discharge to the exterior. Codifying this as the local standard ensures consistency in construction for all.

13.	**International Plumbing Code (IPC)**	• Repeal the Amendment to IPC Section 903.2 'Frost Closure' allowing increases in vent sizes to be made in the non-insulated (cold) portion of an attic space. (Sec. 6.A.11) • Delete Exception #6 to IPC Section 403.2 'Separate Facilities', thereby disallowing communal public bathroom spaces. (Sec. 6.A.8)	• Staff suggests repealing this amendment and reinstate the IPC section as written. In cold climates the IPC requires plumbing vents to increase in size to prevent clogging from frost. The increases must be made within the thermal envelope (warm area) of the structure. Allowing vent size increases in the unconditioned (cold) area of the attic defeats the purpose of this section. • The I-Codes have always required public bathrooms to be separated by sex except for small buildings where a single, private, shared 'uni-sex' bathroom could be utilized. New to the 2021 code is an exception where high occupant load buildings could be built with a single communal bathroom that would be shared by all without separation. This option does not take into consideration those people who do not wish to use toilet facilities shared side by side with others of the opposite sex or gender identity. Staff suggests deleting this exception and keep public bathrooms separated by sex.
14.	**International Residential Code (IRC)**	• Repeal the Amendment to IRC Section P2705.1 'Installation, item #3' eliminating the requirement of watertight fixtures. (Sec. 4.A.29)	• Staff suggests repealing this amendment and reinstate the IRC sections as written. This section simply says that all fixtures such as sinks or toilets that mount to walls or floors must be made watertight where the fixture attaches to those surfaces. The reason the IRC requires this is because liquids can seep in around the bases of toilets, behind sinks, etc. and cause mold, rot, and harbor filth and bacteria. The simple solution is to simply caulk around these fixtures and make them watertight.

15.	**National Electric Code (NEC)**	• Amend NEC Section 230.70(A)(1) 'Readily Accessible Location' for Service Disconnecting Means. (Sec. 10.A.1)	• Current language in the NEC is too vague when determining what is a 'readily accessible location'. Requiring the disconnect to be outside and no more than 50' from the home in plain view is a common parameter used. In emergency situations, power may need to be shut off immediately. A disconnect switch within 50' of a home is easily recognized and accessed.
16.	**International Building Code (IBC)**	• Delete Exception #6 to IBC Section 2902.2 'Separate Facilities', thereby disallowing communal public bathroom spaces. (Sec. 3.A.21)	• The I-Codes have always required public bathrooms to be separated by sex except for small buildings where a single, private, shared 'uni-sex' bathroom could be utilized. New to the 2021 code is an exception where high occupant load buildings could be built with a single communal bathroom that would be shared by all without separation. This option does not take into consideration those people who do not wish to use toilet facilities shared side by side with others of the opposite sex or gender identity. Staff suggests deleting this exception and keep public bathrooms separated by sex.

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Department of Public Works

NOTICE OF INTENT TO AMEND
CHAPTER 4, CAMPBELL COUNTY RULES REGULATING CONSTRUCTION

PLEASE TAKE NOTICE that the Board of Campbell County Commissioners hereby gives notice of its intent to adopt amendments to the Chapter 4, Campbell County Rules Regulating Construction in accordance with W.S.S. 18-5-201.

A copy of the proposed amendments to the referenced regulations are available at the Department of Public Works, Campbell County Courthouse, 500 S. Gillette Ave., Ste. 1500, Gillette, Wyoming 82716 or may be viewed on the county website at www.ccgov.net/publicworks. Any interested person may present their views regarding this intended action by submitting written comments to the Board no later than 5 p.m. on the 18th day of June 2021 by delivering your comments to the address listed above via United States mail or by hand delivery.

The proposed amendments to Chapter 4 include: Reformat Chapter 4 by topic and create a Table of Contents, itemize exemptions to Chapter 4 for quick reference, update the International Codes (I-codes) from the 2018 edition to the 2021 as required by WY §35-9-121(ii), update NFPA 58 Fuel Gas Code from the 2014 edition to the 2020, make existing floodplain regulations an appendix making it easier to find information, consolidate duplicate sections, remove unnecessary sections already addressed in the I-Codes, ease 21 regulations more stringent than the I-Codes, reinstate four I-code sections strengthening regulations, add/alter language and definitions that make the regulations easier to understand, and amend the Building and Plumbing codes to keep bathrooms separated by gender.

Any person wishing to present their views orally may attend a public hearing scheduled for July 6, 2021 at 10:15 a.m. in the Campbell County Courthouse, Commissioner's Chambers, 500 S. Gillette Ave., Gillette, Wyoming.

Following the time allotted for public comment and the public hearing, the Board intends to take official action regarding the adoption of the proposed amendment at their regularly scheduled meeting on July 6, 2021.

Dated this 4th day of May 2021.

SUSAN SAUNDERS
CAMPBELL COUNTY CLERK

By:_____

Publish: May 18, June 8

Final Draft Working Document / Public Comment Version: April 22, 2021.

The following document contains the proposed new Chapter 4 'Rules Regulating Construction' format along with proposed amendments.

Explanations of proposed changes can be found in the right-hand margin of the document.

Some explanations include highlighted capitalized letters such as P/E. This denotes that the proposed change and explanation was sponsored by the Planning & Zoning or Engineering Division. All other changes are from the Building Division unless noted otherwise.

CHAPTER 4
RULES REGULATING CONSTRUCTION
Amended ------ 2021

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Section 1. Authority.

This Chapter is adopted pursuant to the authority granted by ~~W.S. 18-5-105,~~ W.S. 35-9-121 and W.S. 35-11-304 and supersedes all previous *Rules Regulating Construction*.

Commented [SGP1]: This statute is no longer in effect.

A. The *Building Division* shall enforce the *Rules Regulating Construction* prescribed in Chapter 4 for ~~that portion of~~ the unincorporated areas of Campbell County. ~~lying outside of the corporate limits of the City of Gillette and the Town of Wright.~~ (Moved from Section 4.A., Pg. 4-3.

Commented [SGP2]: This language has been condensed for brevity. No change is made to the effect of the statement.

B. The *Building Code Official* shall have the authority to render interpretations and enforce the *Rules Regulating Construction*. (Moved from Section 4.A., Pg. 4-3.)

Section 1.1. Chapter 4 User Guide

This is a new section to aid the user.

Chapter 4 *Rules Regulating Construction* has been designed and drafted for ease of use to quickly find applicable information. Key points of this document are as follows:

A. Section 1 covers administrative requirements for obtaining construction permits. This includes the scope of Chapter 4, specifying what projects are exempt from Chapter 4, model codes adopted, design criteria, permit requirements, fees, enforcement, appeals, etc.

B. Section 2 is a compilation of definitions that are specific for use in the *Rules Regulating Construction*. Any word or phrase that is both capitalized and italicized within this document means that there is a unique definition listed in Section 2.

Commented [SGP3]: Capitalizing and Italicizing defined words is a format change. The old format used only capitalized words. This was inadequate and confusing at times.

C. Sections 3 through 14 are stand-alone sections for each model code adopted in Chapter 4. Each adopting section contains specific amendments to each model code adopted.

D. Section 15 is a list of applicable appendices.

Section 1.2. Scope and Applicability.

This Chapter shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and *Occupancy Classification*, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures, and plumbing, mechanical, fuel gas, electrical, and *Small Wastewater Systems* in the unincorporated areas of Campbell County that is not specifically exempted in accordance with Section 1.4 'Exemptions'.
(This is new, condensed language—It has combined all statements and general provisions from Sections 3.A. and 4.A, Pg. 4-3, Section 12.11 Pg. 4-21, and Section 13.A Pg. 4-22 into one concise paragraph. The intent is to provide the user with quick reference using plain language to define scope and applicability.)

Section 1.3. Permits Required.

A. Permit Types, General.

Except as exempted in 'Section 1.4 Exemptions', any *Owner* or *Owner*'s authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the *Occupancy Classification* of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, *Small Wastewater System* or plumbing system, the installation of which is regulated by this Chapter, or to cause any such work to be performed, shall first make application to the *Building Division* and obtain the required permit(s) as appropriate from the permit types listed below. (This is a new Section and paragraph, condensing permit types found in Sections 6 through 10 Pgs. 4-5 through 4-7 into one simple section naming the 5 basic types of permits.)

1. *Building Permit*
2. *Electrical Permit*
3. *Mechanical Permit*
4. *Plumbing Permit*
5. *Small Wastewater System Permit*

B. Fire Code Permits. This is a new section defining who is responsible for permitting. No changes to the administration or intent of the code has been made.

Where Operational or Construction Permits are required by Sections 105.5 and 105.6 respectively of the International Fire Code, application shall first be made to the Campbell County Fire Department. Fire Code Permits shall be issued by the Fire Department.

C. General Permit Application Requirements.

This section has been moved from Section 5, pages 4-4 and 4-5. Some changes to the text have been made for clarity and brevity and the topical order has been slightly rearranged. No changes to intent or application have been made.

1. ~~Proof of Potable~~ Water Source Required. For new construction, verification ~~that~~ *of a Potable Water* source ~~will~~ *shall* be provided ~~is required~~ by submitting one of the following:

   a) For on-lot wells a copy of the valid State Engineer's Office well permit for the proposed use.

   b) For shared wells, a valid Shared Well Agreement shall be submitted along with a copy of the State Engineer's Office well permit for the proposed use.

   c) For connections to ~~Community or Public Water Systems~~ *Centralized Water Systems*, written verification shall be submitted from the *Owner* of the system ~~indicating the system has adequate capacity and~~ ~~that~~ verifying permission is granted to make the connection.

   d) For systems such as cisterns or above ground tanks supplied by transported water, or other acceptable means, *Construction Documents* shall be submitted containing information including tank size, location, and other applicable information.

2. Zoning Certificate Required. For zoned parcels, an approved Zoning Certificate per Chapter 7 Zoning Regulations from the Planning and Zoning Division is ~~shall be~~ required prior to permit issuance. ~~Refer to Chapter 7, Zoning Regulations for requirements.~~

3. Site Plan. An approved site plan shall be a drawing, to scale or clearly dimensioned, showing the uses and structures (existing ~~or~~ and proposed) for a parcel of land. The plan shall include a north arrow, property lines, streets, location of all buildings, wells (water and methane), septic tank and leach field, as well as the location for a future replacement leach field, easements/rights-of-way, and the location of utilities including electrical service lines, water lines, sewer/septic lines, natural gas and propane & LPG lines, etc. (existing and proposed). ~~The *Building Code Official*, per IBC 107.2.5, may also require a~~ A grading plan and/or spot elevation plan may also be required to address topographical and drainage issues on a site by site basis.

4. Culverts. Culverts are required for new driveway approaches that cross drainage ditches. Culvert installation shall be as specified in the subdivision disclosure statement, or as approved by the *Building Code Official*. Minimum size is twelve (12) inches in diameter. Driveway and culvert installation may be subject to approval by the subdivision Improvement and Service District or Home-Owners Association.

5. Addresses. Campbell County Public Works shall issue a new address for all properties not currently assigned a valid address, and shall re-assign property addresses as

Commented [SGP4]: This is a new sub-section clarifying that other sources of water are acceptable in addition to the first three.

Commented [SGP5]: The words 'shall be' are replaced with 'is' for brevity and the sentence 'Refer to Chapter 7….' has been struck since it is obvious that Chapter 7 must be referenced.

Commented [SGP6]: Suggest striking the words 'Building Official per IBC….'. This is redundant and already addressed in the adopted Building Code.

applicable, upon review. No properties shall obtain a *Building Permit* without a valid County issued address.

6. Addressing Standards. ~~Per the current Campbell County Chapter 8, Addressing Standards,~~ a All properties must display the assigned address with address numbers ~~which are clearly visible from the roadway~~ posted in accordance with the International Fire Code as adopted herein. Inspections by the *Building Division* will not be performed ~~upon the property~~ until address numbers are posted.

7. *Construction Documents*. Plans shall be drawings that show the shape, size, and location of ~~important~~ details relating to the proposed construction of all ~~buildings~~ structures. The plans shall clearly indicate the nature and extent of the work proposed and show by graphical details or other means that the ~~work~~ project will conform to the *Rules Regulating Construction*.

8. Permit Issuance. The *Building Code Official* shall issue permits under this Chapter after determining that the proposed project will comply with the *Rules Regulating Construction*.

9. Job Site Requirements. The *Applicant* shall maintain a copy of all permits, approved plans, job sign off sheet, and plan review documents available on the job site.

~~10.~~ For all public, *Commercial* or industrial buildings, a ~~*Commercial*~~ Site Plan Review application and meeting ~~shall~~ may be required prior to applying for a *Building Permit*. ~~The application and submittal schedule for Commercial Site Plan Review meetings can be found in the Public Works Office or on the county website.~~

~~11. For homes built off site to IRC standards, onsite inspections are required per Section 11. In addition, a third-party inspection report is required from the manufacturer.~~

12. ~~Inspections.~~

~~a) The Building Division shall perform required inspections during the normal course of construction and notify the *Owner* and builder of any violations found during any inspection.~~

~~b) If an inspection reveals that a life-threatening code violation exists, or that a project has commenced before the required permits have been obtained, the Building Division or *Building Code Official* shall issue a violation notice and a stop work order to the *Owner*.~~

~~c) Upon completion of a project requiring a permit under this Chapter, and prior to occupancy, the Building Division shall perform a final inspection to determine conformance with the approved plans and codes. When there are no violations, a certificate of occupancy shall be issued.~~

Commented [SGP7]: Suggest striking the selected texts for brevity.
First, there is no need to mention Chapter 8 since that is an internal process. Second, the requirements for address posting shown here is redundant and insufficient for the purpose intended--- The Fire Code expounds in detail requirements to satisfy first responder needs.

Commented [SGP8]: The term 'Construction Documents' has been added to this section. The term 'Construction Documents' is a standard term in the Building Code and encompasses all plans needed for a given project and has its' own definition added to Chapter 4. Slight changes to this section also include the use of the term 'structures' rather than 'buildings.' This term encompasses other regulated construction such as cell towers, signs, etc.

Commented [SGP9]: Staff proposes to make this an option rather than a requirement for every commercial project. Many projects are simple enough that it is unnecessary to meet with the applicant face to face. This also frees up staff time from unnecessary meetings, etc.

Commented [SGP10]: Propose striking this statement. This is covered in the adopted codes.

Commented [SGP11]: Propose to strike this entire section. Inspection requirements are already covered in the adopted model codes.

Section 1.4. Exemptions

(This is a new section; It is a concise compilation of all exemptions found in Sections 6 through 10—Some wording has been altered for brevity, etc., but no changes have been made to the intent or application of those sections.)

A. General: Chapter 4 Rules shall not apply as delineated in sub-sections 1-8 below.

1. Oil, Gas, Coal, and Mineral Extraction.

Chapter 4 Rules shall not apply to public, commercial, or industrial buildings or structures associated with the extraction of oil, gas, coal, or other minerals.

2. *Farm or Ranch Operations*.

Chapter 4 Rules shall not apply to structures located on parcels used exclusively for *Farm or Ranch Operations*, provided that:

(a) Electrical contractors performing work on *Farm or Ranch Operations* shall comply with W.S. 35-9-123(b) by obtaining an *Electrical Permit* in accordance with Chapter 4 and,

(b) *Small Wastewater Systems* are subject to Chapter 4 rules and permits are required.

3. One or Two-Family *Residential* Dwellings Outside of a *Platted Subdivision*.

Building Permits shall not be required for One or Two-Family *Residential* dwellings located outside of a *Platted Subdivision*; provided that:

(a) Chapter 4 Rules do apply, and permits are required for the structures' interior and exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

4. Detached Non-habitable *Residential Occupancy Use* Accessory Structures in *Platted Subdivisions*.

Building Permits shall not be required for detached non-habitable *Residential Occupancy Use* accessory structures that meet the following conditions:

(a) has a clear roof span of less than 61 feet,

(b) is located at least seven (7') from any dwelling regardless of accessory structure size,

(c) provided that: Chapter 4 Rules do apply, and permits are required for the interior and exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

5. Detached or Attached *Residential Occupancy Use* Accessory Structures Outside of a *Platted Subdivision.*

Building Permits shall not be required for *Residential Occupancy Use* accessory structures on any parcel located outside of a *Platted Subdivision* provided that:

(a) Chapter 4 Rules do apply, and permits are required for the interior and exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

6. HUD Manufactured Homes (*Platted Subdivisions* or Un-platted Parcels).

Building Permits shall not be required for Manufactured Homes designed and built to the Manufactured Home Construction and Safety Standards (HUD Code) displaying a red (HUD) certification label on the exterior of each transportable section; provided that:

(a) Chapter 4 Rules do apply, and permits are required for the structures' exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

7. Centralized Water Systems

Building Permits shall not be required for the portions of *Centralized Water Systems* permitted by Campbell County under the delegated authority from Wyoming DEQ including transmission lines, storage tanks, pumphouses and chlorination buildings, along with associated piping and appurtenances provided that:

a) Chapter 4 rules do apply, and permits are required for electrical and mechanical needs in any pumphouse or chlorination building and,

b) Chapter 4 rules do apply, and permits are required for *Water Service Connection*s.

8. State and Federal Provisions

Chapter 4 shall not apply to any construction or installation that Campbell County is preempted by state or federal law from regulating or permitting.

Section 1.5. Model Codes and Standards Adopted.

General: Chapter 4 *Rules Regulating Construction* adopts the following model codes and standards as amended herein: (This is a proposed new section for quick reference for the user.)

A. International Codes, 2021 editions, published by the International Code Council, Inc:

1. International Building Code® (IBC),
2. International Residential Code® (IRC),
3. International Plumbing Code® (IPC),
4. International Fuel Gas Code® (IFGC),
5. International Mechanical Code® (IMC),
6. International Existing Building Code® (IEBC),
7. International Fire Code® (IFC),
8. International Property Maintenance Code® (IPMC)

B. NFPA Codes, published by the National Fire Protection Agency:

1. NFPA 70®, 'National Electrical Code®' (NEC), 2020 Edition
2. NFPA 58®, 'The Liquefied Petroleum Gas Code®' 2017 Edition

Section 1.6. Climatic and Geographical Design Criteria.

(This is a proposed new section compiled into a concise format from tables and information found in Sections 12.2.(a)(13)(14), 12.2.(a)(18), 12.3.(a)(8)., and 12.5.(a)(5) Pgs. 4-11, 4-12, 4-14, and 4-18.)

A. Minimum Roof Snow Loads:

1:12 pitch and flatter roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 35 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

Greater than 1:12 pitch roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 30 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

B. Basic Design Wind Speeds:

Risk Category I: 100 mph

Risk Category II: 110 mph

Risk Category III: 115 mph

Risk Category IV: 120 mph

C. Seismic Design Category:

'B'

D. Weathering:

Severe

E. Frost Line Depth (Building):

42"

F. Frost Line Depth (Water):

1. Five (5) feet, Six (6) inches

(a) Water service risers for mobile/manufactured homes shall use a Woodford Thermaline or equivalent water connector or shall be placed in a 12" diameter by 5 ft. deep pipe located beneath the home.

(b) Exception: Lawn watering systems.

G. Frost Line Depth (Sewer):

Building sewers that connect to ~~private sewage disposal systems~~ *Small Wastewater Systems* shall be a minimum of thirty-six (36") inches below finished grade at the point of septic tank connection. All building sewer piping shall be a minimum of thirty-six (36") inches below grade.

Commented [SGP12]: Simply changed the wording to the correct terminology as used in Chapter 4.

H. Winter Design Temperature:

Minus 5 degrees Fahrenheit

I. Ice Barrier Roof Underlayment Requirements:

Yes/ Required

J. Flood Hazard:

FIRM / FHBM Effective Date January 02, 2008

K. Air Freezing Index:

2000

L. Mean Annual Temperature:

45 degrees Fahrenheit

M. Concrete Design Standard:

1. Concrete that will be exposed to sulfate-containing solutions or soils shall comply with the maximum water-cementitious materials ratios, minimum specified compressive strength and be made with the appropriate type of cement in accordance with the provisions of ACI 318, Section 4.3.

(a) Except: If the *Owner* or *Applicant* supplies results from a soils investigation containing data on sulfates, the *Owner* or *Applicant* must use a concrete mix design meeting the following specifications:

Use Type V cement or increase the amount of Type II Modified cement in concrete to obtain a maximum water-to-cement ratio of 0.45 (by weight, normal weight concrete) and a minimum compressive strength fc of 4000 pounds per square inch (psi).

Section 1.7. Flood Hazard Area Development

A. General: All references to development in Special Flood Hazard Areas found in the model codes adopted herein shall comply with the following:

1. Appendix 3, *Flood Damage Prevention Resolution*

Commented [SGP13]: This is a proposed new section that is a 'blanket statement' covering all references to flood prevention construction in the I-codes back to our Flood Damage resolution--- It also creates a new appendix, Appendix 3 for quick reference and inclusion to Chapter 4. E/B

Section 1.8. Permit Fees.

(This is a new section based on Section 4.(C)., Pg. 4-4 making 'Permit Fees' a stand-alone section apart from penalties and appeals. No changes have been made to the fees or intent; however, some wording has been altered for brevity, preciseness, and readability.

A. *Commercial Building Permits*:

A $250 fee will be charged for all new construction requiring a *Commercial Building Permit*.

B. *Commercial Building* Plan Review Fees:

The initial plan review of *Construction Documents* for a commercial project and the first re-review of amended *Construction Documents* are free. Additional required re-reviews will be assessed a $250.00 fee.

Commented [SGP14]: This is a shortened version of Section 4.C.4. Pg. 4-4.

C. *Commercial Building* Inspection Fees:

The first two (2) inspections for each portion of construction or type of work are ~~performed~~ free. ~~of charge~~. Each additional re-inspection for the same work incorrectly performed ~~that is~~

~~needed due to incorrect work~~ will be assessed a fee of $60. The fee must be paid in person at the *Building Division* office ~~prior to scheduling the reinspection.~~ before additional re-inspections will be scheduled.

D. Work Performed Prior to Obtaining a Required Permit

Work that has begun without first obtaining a required permit will be assessed a $60.00 fee.

E. All Other Permits:

No fees.

Section 1.9. Enforcement and Penalties.

This is a new stand-alone section from Section 4(A)(B)(C), Pgs. 4-3 and 4-4. No changes have been made to the text except for the first paragraph. (Shortened for brevity).

A. Violations: Persons who violate ~~a provision~~ any of the *Rules Regulating Construction* or fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved *Construction Documents* or directive of the *Building Code Official*, or of a permit or certificate issued under provisions of any of the *Rules Regulating Construction*, shall be subject to a fine of $250 per day. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

B. Stop Work Orders: Upon issuance of a stop work notice from the *Building Code Official*, work that is being done contrary to the provisions of any of the *Rules Regulating Construction* or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the *Owner* of the property, or to the *Owner*'s agent, or to the person performing the work. The notice shall state the condition under which work is authorized to resume. Where an emergency exists, the *Building Code Official* shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as the person is directed to perform to remove a violation or unsafe condition, shall be subject to the penalties set forth in Section 1.9.A above.

Section 1.10. Appeals.

This is a new stand-alone section from Section 4(C), Pg. 4-4. No changes have been made to the text.

A. Appeals from the decision or actions of the *Building Code Official* shall be to the *Building Code Appeals Board* in accordance with its established rules and procedures.

B. The *Building Code Official* reserves all other rights and remedies available under the law to enforce the *Rules Regulating Construction*.

Commented [SGP15]: This section has been reworded for brevity and preciseness.

Commented [SGP16]: Strike these two words. They are unnecessary.

Section 2. Definitions.

Words and terms in Chapter 4 that have special meaning are now *Capitalized* and *Italicized*. (New format to easily identify defined words and terms.) As used in Chapter 4, the following definitions apply:

A. "*Applicant*" means the *Owner* or authorized agent making application for a permit.

B. "*Automatic Sprinkler System*" is an integrated system of a water source, piping, and heat activated fire suppression devices designed in accordance with fire protection engineering standards. ~~as fully defined in 2015 IFC Chapter 2.~~

~~C. "*Average Daily Demand*" means the total annual water use divided by the number of days the system was in operation. A minimum *Average Daily Demand* of four hundred (400) gallons per day per *Water Service Connection* shall be used, unless the annual water use is available. Comparable records may be used if approved by the *Building Code Official*.~~

D. "*Building Division*" means the division of the Campbell County Department of Public Works responsible for issuing *Building, Electrical, Mechanical, Plumbing, and Small Wastewater System Permit*s, and performing inspections on that work.

E. "*Building Code Appeals Board*" means a Board created by the Campbell County Commissioners (Resolution 1449) to hear and decide appeals of orders, decisions or determinations made by the *Building Code Official* or Fire Code Official relative to the application and interpretation of this code.

F. "*Building Code Official*" means the officer or other designated authority or a duly authorized representative charged with the administration and enforcement of this code. The position of *Building Code Official* is also referred to as the "Administrative Authority", "Authority Having Jurisdiction", "Code Official", and "Fire Code Official" as those titles are used to refer to the individual responsible for administration and enforcement of the codes adopted in Chapter 4.

G. "*Building Permit*" means an official certificate of authorization by the *Building Division* for construction, enlargement, *Change of Use*, or alteration of a building in accordance with Chapter 4. ~~Section 6~~.

H. "*Central Stations*" means a system or a group of systems in which the operations of circuits and devices are transmitted automatically to, recorded in, maintained by, and supervised from a listed central station that has competent and experienced servers and operators who, upon receipt of a signal, take such action as calling the local dispatch (fire or law enforcement).

I. *"Centralized Water System"* means a system that provides water to all lots in a subdivision via distribution pipelines within rights-of-ways or easements, with services to each lot. A community water system and a public water system are both considered *Centralized Water Systems*.

Commented [SGP17]: Unnecessary language.

Commented [SGP18]: This definition worked in conjunction with the former Community Water System requirements that are no longer in effect and is therefore struck from Chapter 4.
P/E

Commented [SGP19]: This is an additional definition to work in conjunction with Chapter 6 Subdivision regulations.
P/E

~~H.~~*I.* *"Change of Use"* means a change in the *Occupancy Classification* of a building, structure, or portion thereof as regulated by the International Building Code.

~~K.~~ "*Commercial Building*" means ~~all buildings not included in the definition of *Residential* buildings.~~ structures and any associated plumbing, mechanical, electrical, or other appurtenances as governed by the International Building Code.

~~I.~~L. *"Commercial Building Permit"* means an official certificate of authorization by the *Building Division* for a *Commercial Building.*

~~M. "*Community Water System*" means a water supply system that has no more than nine (9) *Water Service Connection*s and serves fewer than twenty-five (25) individuals with water for human consumption, which is permitted through the Campbell County Public Works Department and Chapter 4, Rules Regulation Construction.~~

~~J.~~N. "*Construction Documents*" means written, graphic, and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building, plumbing, mechanical, electrical, or *Small Wastewater System* permit.

~~K.~~O. "*Cross Connection*" means any actual or potential connection between a *Potable Water* supply and any other source or system through which it is possible to introduce contamination into the system.

~~L.~~P. "*Delegation Agreement*" means the current agreement between the Wyoming Department of Environmental Quality and Campbell County in accordance with W.S. 35-11-304 by which Campbell County has assumed authority for the enforcement and administration of the permitting of *Small Wastewater Systems*, publicly owned and controlled sewage collection facilities, and publicly owned and controlled water distribution facilities.

~~M.~~Q. "*Electrical Permit*" means an official certificate of authorization issued by the *Building Division* in accordance with W.S. 35-9-120(e) and 35-9-121 and Section 7.

~~N.~~R. "*Engineer*" means a professional engineer licensed with the State of Wyoming Board of Professional Engineers and Professional Land Surveyors. ~~In Section 13, any item required to be completed by an *Engineer* may also be completed by a professional geologist licensed with the Wyoming State Board of Professional Geologists.~~

~~O.~~S. "*Farm or Ranch Operation*" means that the primary use of the property where the structures are located, along with any leased or owned property adjacent to or in close proximity to the subject parcel, is to produce agricultural products or to graze livestock for monetary profit as a primary source of income.

~~P.~~T. "*Flood Damage Prevention Resolution*" is a resolution adopted by the Campbell County Commissioners on January 2, 2008 for the purpose of minimizing losses due to flooding in specific areas of the county.

Commented [SGP20]: This a new definition clarifying when a permit may be required. Cross-reference with 'Occupancy Classification'.

Commented [SGP21]: This proposed change is intended to be more precise in the practical application of Chapter 4.
P/E/B

Commented [SGP22]: This definition worked in conjunction with the former Community Water System requirements that are no longer in effect and is therefore struck from Chapter 4.
P/E

Commented [SGP23]: This is a proposed new definition to be all inclusive for any plans submitted for purposes of obtaining a permit under Chapter 4.

Commented [SGP24]: This section struck—WY statutes do not recognize geologists as being able to perform the work of a P.E. or P.L.S.
E

~~Q.~~U. "~~*Looped Water System*~~" ~~means a water distribution system whereby any *Water Service Connection* can receive water from two (2) directions.~~

~~R.~~V. "*Mechanical Permit*" means an official certificate of authorization by the *Building Division* for heating, ventilation, air conditioning and gas line work. ~~in accordance with Section 8.~~

W. "*Meter Pits*" must be Mueller single- or double-*Meter Pits* or an approved equal and shall contain backflow prevention and shut-off valves. Approval shall be made by the *Building Code Official*.

~~S.~~X. "*Occupancy Classification*" means the formal designation of the primary purpose of a building, structure or portion thereof based on the nature of the hazards and risks to building occupants as listed in the International Building Code. (See '*Change of Use*')

~~T.~~Y. "*Owner*" means the person holding title to real property.

~~U.~~Z. "*Platted Subdivision*" means any parcel or lot created through the subdivision plat process and where a map, drawn to scale by a licensed surveyor, showing how a portion of land is divided into blocks and lots, and showing streets, alleys and easements, common areas, dedications and other attributes, pursuant to the requirements of Campbell County Chapter 6, Subdivision Regulations and W.S. 18-5-306, is recorded in the land vault of the County Clerk's Office. Parcels created through a Record of Survey or subdivision exemption process shall not be considered part of a *Platted Subdivision*.

~~V.~~AA. "*Plumbing Permit*" means an official certificate of authorization issued by the *Building Division* ~~in accordance with Sections 9 and 10 Chapter 4~~ for domestic or commercial water supplies, sewage disposal, and all piping and materials necessary to complete these activities.

BB. "*Potable Water*" means ~~water meeting EPA Primary Drinking Water Standards.~~ water free from impurities present in amounts sufficient to cause disease or harmful physiological effects and conforming to the bacteriological and chemical quality requirements of the Public Health Service Drinking Water Standards or of the Campbell County Health Department.

~~W.~~CC. "*Premises*" means a lot, plot or parcel of land, easement, or public way, including any structures thereon.

~~X.~~DD. "*Remodeling*" includes repairing, altering, or expanding a building or its plumbing, mechanical or electrical systems.

~~Y.~~EE. "*Residential*" means ~~a building where more than half of the floor area is used for dwelling purposes.~~ structures and any associated plumbing, mechanical, electrical, or other appurtenances as governed by the International Residential Code.

~~Z.~~FF. "*Rules Regulating Construction*" means this document as adopted by the Board of Commissioners.

Commented [SGP25]: This definition worked in conjunction with the former Community Water System requirements that are no longer in effect and is therefore struck from Chapter 4.
P/E

Commented [SGP26]: Unnecessary language. Struck for brevity.

Commented [SGP27]: This is a proposed new definition for purposes of clarifying when a permit may be required.

Commented [SGP28]: Suggest striking redundant language.

Commented [SGP29]: Suggest amending this definition to be more precise and to bring it into conformance with the definition as listed in the International Plumbing Code.

Commented [SGP30]: This is a new definition added to Chapter 4 to provide clarity in administration of the adopted codes.

Commented [SGP31]: This proposed change is intended to be more precise in the practical application of Chapter 4.
P/E/B

~~AA.~~GG. "*Small Wastewater System*" means any sewerage system, disposal system, or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single *Residential* unit serving no more than four (4) families or which distributes two thousand (2,000) gallons or less of domestic sewage per day.

~~BB.~~HH. "*Water Service Connection*" means any water line or pipe connected to a distribution supply main or pipe for the purpose of conveying water to a water user's system.

Section 3. International Building Code

A. General: The 2021 International Building Code including Appendices 'C' and 'J' are adopted by reference and hereby made a part of this Chapter as amended below:

~~1. International Building Code; 2018 Edition, including Appendixes C and J;~~

~~a) The following amendments to the International Building Code, as adopted by Section 12(A)(2) above, are hereby made a part of this rule:~~

~~(1) Section 101.4.1 Gas. The provisions of the International Fuel Gas Code shall apply to gas piping systems extending from the point of delivery to the inlet connections of appliance and installation and operation of *Residential* and commercial gas appliances and related accessories.~~

~~(2) Section 101.42 Mechanical. The provisions of the International Mechanical Code shall apply to the installation, alterations, repair and replacement of mechanical systems including equipment, appliances, fixtures, fittings and/or appurtenances, ventilation, heating, cooling, air conditioning and refrigeration systems, incinerators and other energy related systems.~~

(3) Section 101.4.3 Plumbing. Amended to read as follows:

~~The provisions of the International Plumbing Code shall apply to the installation, alteration, repair and replacement of plumbing systems including equipment, appliances, fixtures, fittings and appurtenances where connected to a water or sewage system, and all aspects of a medical gas system….~~ Strike 'The International Private Sewage Disposal Code' and replace with *'Small Wastewater Systems*, Appendix 2'.

(4) Section 101.4.4 Property Maintenance. Amended to read as follows:

Commented [SGP32]: Staff recommends striking these sections – the language is lifted directly out of the IBC—It is redundant to list it here in Chapter 4.

Commented [SGP33]: Staff recommends striking the language shown and simply replace 'International Private Sewage Disposal Code' with 'Small Wastewater Systems Appendix 2'. Appendix 2 is our Small Wastewater regulations. The language that has been struck is redundant.

The provisions of the International Property Code are adopted; only to the extent as it applies to fire and life-safety issues for *Commercial* and *Residential* Structures.

(5) ~~Section 101.4.5 Fire Protection. The provisions of the International Fire Code shall apply to matters affecting or relating to structures, processes and *Premises* from the hazard of fire and explosions arising from storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or *Premises*; and from the construction, extension, repair, alteration or removal of fire suppression, *Automatic Sprinkler Systems* and alarm systems or fire hazards in the structure or on the *Premises* from occupancy or operation.~~

(6) ~~Section 101.4.6 of the International Building Code is repealed.~~ Should read: 101.4.6., Energy is deleted in its' entirety.

(7) ~~Section 102.6 Existing Structures. Amended to read as follows:~~

~~The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Fire Code, or as is deemed necessary by the *Building Code Official* for the general safety and welfare of the occupants and the public.~~

(8) ~~Section 103.3 Deputies. Amended to read as follows:~~

~~In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *Building Code Official* shall have the authority to appoint a deputy building official, related technical officers, inspectors, plan examiners, and other employees. Such employees shall have powers as delegated by the *Building Code Official*.~~

(9) ~~Section 109 Fees is repealed.~~

(10) Section 113 Board of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

(11) ~~Section 114.3 Prosecution of Violation is repealed in its entirety.~~

(12) Chapter 13 Energy Efficiency is repealed in its entirety.

(13) ~~(13)~~ Section 1608.2 Ground Snow Load. Repeal in its entirety. Refer to Section 1.6 'Climatic and Geographical Design Criteria' of Chapter 4. ~~and replace with:~~

~~Minimum roof snow loads: 1:12 pitch and flatter roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 35 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.~~

Commented [SGP34]: Staff recommends striking this section – the language is lifted directly out of the Building Code—It is redundant to list it here in Chapter 4.

Commented [SGP35]: This suggested change to the wording simply names what section is being repealed for clarity.

Commented [SGP36]: Staff recommends striking this section – the language is lifted directly out of the Building Code, with the exception of the words 'or as is deemed necessary by the Building Official'...--- the additional language is unnecessary since it is already stated elsewhere in the Building Code. It is redundant to list it here in Chapter 4.

Commented [SGP37]: Staff recommends striking this section – the language is lifted directly out of the Building Code—It is redundant to list it here in Chapter 4.

Commented [SGP38]: Staff recommends striking this section.
'Section 109 Fees' of the Building Code does not state what fees should be, it just states that fees must be paid if the jurisdiction charges fees. Repealing this section is unnecessary and redundant.

Commented [SGP39]: Staff recommends striking this section. Section 114.3 of the Building Code simply states that the code official is authorized to take legal action in accordance with locally adopted ordinances. It is unnecessary and redundant to remove it from the code.

Greater than 1:12 pitch roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 30 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

(14) Section 1609.3 Basic Design Wind Speed. Amended to read as follows:

Basic Design Wind Speed 115, Nominal Wind Speed 90 Exposure C

Climatic and Geographical Design Criteria

Minimum Roof Snow Load (psf)	Basic Design Wind Speed Per IBC 1609.3 Wind Speed 115 Nom. 90 mph	Seismic Design Category	Subject to Damage From			Winter Design Temp (ºf)	Ice Barrier Underlayment Requirements	Flood Hazards	Air Freezing Index	Mean Annual Temp (ºf)
			Weathering	Frost Line Depth (in.)	Termite					
30-35*	Exp.C	B	Severe	42	Slight / moderate	-5	Yes	Jan. 02 2008	2000	45

*1:12 pitch and flatter, 35 psf. 1:12 pitch and greater, 30 psf.

(15) Section 1612 Flood Loads is repealed in its entirety and replaced with the following:

The *Flood Damage Prevention Resolution*. All new construction of buildings, structures, and portions of buildings and structures, including substantial improvements and restoration of substantial damage to buildings and structures shall comply with the above document. The *Flood Damage Prevention Resolution*

(16) 1803.5.3 Expansive Soils.

The *Building Code Official* shall require soil tests to be performed for all commercial and industrial buildings.

(17) Section 1809.4 Depth of Footings. Amended to read as follows:

The minimum depth of footings below the undisturbed ground surface shall be 42" inches; or protected from frost with an approved method.

(18) 1904.3 Sulfate exposures is added and reads as follows:

Concrete that will be exposed to sulfate-containing solutions or soils shall comply with the maximum water-cementitious materials ratios, minimum

Commented [SGP40]: This amendment is slightly altered to simply refer the user to Section 1.6 of this document to find the adopted Design Criteria and striking the verbiage and table associated with this section.

Commented [SGP41]: This amendment is no longer needed if the proposed Section 1.7 'Flood Hazard Prevention' section is approved.

Commented [SGP42]: Suggest removing this amendment.

Building Code Section 1809.4 'Depth of Footings' deals with shallow frost protected footings (frequently used in WY). Mandating 42" as the minimum depth is nearly 3 times as stringent as the code requires and limits the options of foundation designers.

Commented [SGP43]: This section has been moved to 'Climatic and Design Standards in Section 1.6.)

~~specified compressive strength and be made with the appropriate type of cement in accordance with the provisions of ACI 318, Section 4.3.~~

~~Exception: Unless the *Owner* or *Applicant* supplies results from a soils investigation containing data on sulfates, the *Owner* or *Applicant* must use a concrete mix design meeting the following specifications:~~

~~Use Type V cement or increase the amount of Type II Modified cement in concrete to obtain a maximum water-to-cement ratio of 0.45 (by weight, normal weight concrete) and a minimum compressive strength fc of 4000 pounds per square inch (psi).~~

(19) Section 2901.1 (Plumbing) Scope. Amended to read as follows:

~~The provisions of this Chapter and the International Plumbing Code shall govern the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing equipment and systems. Toilet and bathing rooms shall be constructed in accordance with Section 1209 of the IBC 2018. Plumbing systems and equipment shall be constructed, installed, and maintained in accordance with the International Plumbing Code.~~ Strike 'International Private Sewage Disposal Code' and replace with 'Appendix 2, *Small Wastewater Systems*.

(20) Table 2902.2 Minimum Number of Required Plumbing Fixtures. Amend as follows:

Delete drinking fountain requirements; however, if *Applicant* chooses to install drinking fountains, all provisions of this section shall apply.

(21) Section 2902.2 Separate Facilities. Amend as follows:

Delete Exception number 6.

(22) Section 310.4.1 Care Facilities Within a Dwelling. Amend as follows:

a) Add the word 'detached' before 'single-family dwelling' to read 'detached single-family dwelling' and;

b) Strike the words 'provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 or Section P2904 of the International Residential Code.'

(23) Section 310.4.2 Lodging Houses. Amend as follows:

a) Add the word 'detached' before 'lodging houses' to read 'detached lodging houses' and;

Commented [SGP44]: Suggest striking the selected text—It is lifted directly from the IBC and it is redundant to list it here.

Commented [SGP45]: Last year the code was amended to lower the threshold of when drinking fountains were required. After further review and research, staff recommends deleting this section as written and make it optional.

Commented [SGP46]: Exception number 6 is a new item that would allow a single restroom containing multiple toilets and urinals, etc., to be used communally by either sex. Removing exception 6 ensures that genders will be separated ensuring privacy for those who wish not to be forced to share a communal bathroom with those of a different sex.

b) Strike the words 'provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 or Section P2904 of the International Residential Code.'

Section 4. International Residential Code

A. General: The 2021 International Residential Code including Appendices 'A', 'B', 'C' and 'E' are adopted by reference and hereby made a part of this Chapter as amended below:

~~The International Residential Code (IRC) is adopted for the purpose of providing standards for *Residential* construction, including plumbing and mechanical codes on *Platted Subdivision* Lots. Electrical provisions are obtained from the currently adopted NEC. To obtain a Certificate of Occupancy all applicable portions of the IRC shall apply.~~

~~(a) The following amendments to the International Residential Code, as adopted by Section 12(A)(3) above, are hereby made a part of this rule:~~

~~1. Section R104.10.1 Areas Prone to Flooding Flood Hazard Areas is repealed and replaced with the following:~~

~~All *Residential* construction in areas prone to flooding shall comply with the *Flood Damage Prevention Resolution*.~~

~~2. Section R105.2 Work Exempt from Permit is amended to read as follows:~~

~~Work Exempt from Permit.~~

~~Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.~~

~~Permits shall not be required for the following:~~

~~Building: Numbers 1 through 10 remain unchanged, add number 11 as follows:~~

~~(1) Non-habitable accessory structures including, but not limited to, pole barns and similar structures that meet the following requirements:~~

~~1. There shall be clear separation distance of seven (7') feet between the structure and any dwelling;~~

~~2. The structure shall not be attached to a dwelling with a breezeway or other form of connecting structure; and~~

~~3. The clear roof span is less than 61 feet.~~

Commented [SGP47]: These two sections are amended simply to coincide with amendments in the IRC that make sprinkler systems optional.

Commented [SGP48]: This paragraph is addressed in Section 1.5 Exemptions and is considered redundant and therefore struck.

Commented [SGP49]: Struck because this is redundant. Section A above already states that the IRC is adopted with amendments.

Commented [SGP50]: This amendment is no longer needed if the proposed Section 1.7 'Flood Hazard Prevention' section is approved.

Commented [SGP51]: This is now addressed in Section 1.5 'Exemptions' and is therefore struck.

3. Section R108 Fees is repealed.

4. Section R109.1.3 Flood Plain Inspections. Amended to read as follows:

For construction in areas prone to flooding, as established in *Flood Damage Prevention Resolution*.

5. Section R112 Board of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

6. Section 112.2 is added to read as follows:

Criteria for issuance of a variance for areas prone to flooding shall be in accordance with Article IV, Section C of the *Flood Damage Prevention Resolution*.

7. Section R114.2 Unlawful Continuance is repealed.

8. Table R301.2(1) Climatic And Geographical Design Criteria is amended as follows: Replace Table R301.2(1) with Chapter 4 Section 1.6 .replaced with the following:

Climatic and Geographical Design Criteria

Minimum Roof Snow Load (psf)	Basic Design Wind Speed Per IBC 1609.3 Wind Speed 115 Nom. 90 mph	Seismic Design Category	Subject to Damage From			Winter Design Temp (°f)	Ice Barrier Underlayment Requirements	Flood Hazards	Air Freezing Index	Mean Annual Temp (°f)
			Weathering	Frost Line Depth (in.)	Termite					
30-35*	Exp.C	B	Severe	42	Slight / moderate	-5	Yes	Jan. 02 2008	2000	45

*1:12 pitch and flatter, 35 psf. 1:12 pitch and greater, 30 psf.

9. Table R302.1(2) of the International Residential Code is repealed.

10. Section R302.13 'Fire Protection of Floors' is repealed.

11. Section R309.5 'Fire Sprinklers' (Garages) of the International Residential Code is repealed. amended to read: Where voluntarily installed, the system shall comply with Section R309.5.

12. Sections R310.2.3.2 & R310.3.2.1 Drainage of the International Residential Code is amended to read as follows:

R310.2.3.2 & R310.3.2.1 Drainage. Window wells and Bulkhead enclosures shall be designed for proper drainage by connecting to the building's foundation drainage system required by Section 405.1 or by an approved alternative method.

Commented [SGP52]: This section of Residential Code simply states that fees will be paid according to the Jurisdiction. Repealing it is unnecessary and redundant.

Commented [SGP53]: This amendment is no longer needed if the proposed Section 1.7 'Flood Hazard Prevention' section is approved.

Commented [SGP54]: This amendment is no longer needed if the proposed Section 1.7 'Flood Hazard Prevention' section is approved.

Commented [SGP55]: The wording in section R114.2 of the IRC is substantially the same as Section 1.8.B of this document and is considered redundant therefore struck.

Commented [SGP56]: Strike Table R301.2(1) and refer the reader to Chapter 4 Section 1.6 for brevity and consistency.

Commented [SGP57]: Recommend removing this amendment thereby leaving Table R302.1(2) intact in the IRC—Table R302.1(2) simply addresses residential construction provided with sprinkler systems. If a builder should voluntarily add a fire sprinkler system, then keeping this Table gives them more options to build.

Commented [SGP58]: Sections R309.5 deals with fire sprinkler systems in garages and was amended out of the code last time. Staff suggests simply amending the language to state that if the applicant chooses to install a fire sprinkler system, it shall comply with this section. This gives builders more options to build.

Commented [SGP59]: Section R310 regarding drainage is the exact same language as in the IRC and is considered redundant, therefore struck.

Section R313 is amended to read: Section R313 'Automatic Fire Sprinkler Systems' are not required, however, where installed, the system shall comply with Section R313 as applicable.

~~13. Section R313.1 & R313.2 of the International Residential Code is repealed.~~

~~14. Sections R313.1.1 & R313.2.1 of the International Residential Code is amended to read as follows:~~

~~Sections R313.1.1 & R313.2.1 When provided, automatic *Residential* fire sprinkler systems for buildings covered under the International Residential Code shall be designed and installed in accordance with IRC Section P2904 or NFPA 13D.~~

15. R401.4.1 ~~Soil tests~~ Geotechnical Evaluation. The sentence *'In lieu of a complete geotechnical evaluation, the load bearing values in Table R401.4.1 shall be assumed'* shall be replaced with:

~~In areas likely to have expansive, compressible, shifting or other unknown soil characteristics, the *Building Code Official* shall require a soil investigation to determine the soil's characteristics at a particular location.~~

~~Exception:~~
In lieu of a geotechnical evaluation, the *Owner* shall submit to the *Building Code Official* a signed and sealed letter from an *Engineer* stating that the soils are adequate for the proposed application. The letter shall reference IRC Table R401.4.1 and specify the appropriate Class of Material to be used for the foundation design.

16. Chapter 11 Energy Efficiency is repealed in its entirety.

17. M1411.8 Locking Access Port Caps is repealed in its entirety.

~~18. M1502.4.2 Duct Installation repealed in its entirety and replaced with:~~

~~Duct Installation. Dryer exhaust ducts shall be supported at intervals not to exceed 4 feet and shall be secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Exhaust duct joints shall be sealed in accordance with Section M1601.4.1. Ducts shall not be joined with screws or similar fasteners.~~

~~19. M1701.2.1 Exhaust and ventilation system, add a new section to the IRC. All dwellings shall have make-up air for the exhaust systems provided in the following manner:~~

~~Piping for the make-up air shall come from the exterior of the dwelling to the return air duct of the HVAC system, or to an opening in a laundry room or other acceptable location. A four (4") inch minimum diameter pipe shall be used.~~

~~20. Section G2406.2 Prohibited Locations. Exceptions 3 & 4 are repealed and replaced with the following:~~

Commented [SGP60]: This is proposed new wording for this section—it accomplishes the same thing in one sentence rather than three. No change has been made to the intent or application.

Commented [SGP61]: This section has been reworded utilizing the correct term 'geotechnical evaluation' from the IRC rather than 'soils tests'—the language being struck is redundant. No change to the intent or application has been made.

Commented [SGP62]: Suggest striking this amendment to the IRC. This is far more stringent than the nationally recognized duct support and fastening requirements of the IRC. Staff can see no reason to keep this amendment.

Commented [SGP63]: Suggest striking this amendment to IRC Section M17. Section M17 deals with appliance combustion air and relies heavily on the appliance manufacturers' installation instructions and IRC Section 2407 for compliance.

Exhaust and ventilation for HVAC is already covered in other sections of the IRC. Staff is unsure of the original intent of this amendment and can see no reason to keep it with the new 2021 IRC.

~~Unvented fuel burning equipment shall not be installed, used, or maintained within a dwelling unit.~~

~~21. Section G2444.1 Unit Heaters. This section is repealed.~~

~~22. Section G2445.2 Prohibited Use. Amended to read as follows:~~

~~Unvented room heaters shall not be used in attached or detached garages unless protected by a carbon monoxide detection system and equipped with an oxygen depletion safety system.~~

~~23. Section G2445.4 Unvented Room Heaters, Prohibited Locations. Amended to read as follows:~~

~~The location of unvented room heaters shall comply with Section G2406.2 as amended in this document.~~

~~24. Section P2503.5.1 Rough Plumbing. Drain, waste and venting systems shall be tested on completion of the rough piping installation by water or by air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough piping has been installed, as follows:~~

~~1. Water test. Each section shall be filled with water to a point not less than 10 feet above the highest fitting connection in that section, or to the highest point in the complete system. Water shall be held in the section under test for a period of 15 minutes. The system shall prove leak free by visual inspection.~~

~~2. Air Test. The portion under test shall be maintained at a gauge of 5 pounds per square inch (psi). This pressure shall be held without introduction of additional air for a period of 15 minutes.~~

~~25. Section P2601.3 Flood Hazard Area. Amended to read as follows:~~

~~In areas prone to flooding as established by *Flood Damage Prevention Resolution*, plumbing fixtures, drains, and appliances shall be located or installed in accordance with Article V Section A of the above document.~~

~~Plumbing fixtures, drains, and appliances shall be installed in accordance with the *Flood Damage Prevention Resolution*.~~

~~26. Section P2602.2 Flood Resistant Installation. Amended to read as follows:~~

~~In areas prone to flooding as established by the *Flood Damage Prevention Resolution*: Remainder of the section unchanged.~~

~~In flood hazard areas as established by the *Flood Damage Prevention Resolution*. Remainer of section unchanged.~~

Commented [SGP64]: Suggest striking this amendment to IRC Section G2406.2 that disallowed unvented room heaters. The IRC allows unvented room heaters under certain conditions. Removing this amendment and allowing unvented room heaters gives the applicant more options for comfort heating.

Commented [SGP65]: Suggest striking the amendments to Sections G2444.1, G2445.2 and G2445.4. for the same reasons as above. The IRC allows Unit Heaters and Unvented Room Heaters to be installed with certain safeguards such as carbon monoxide detections systems, oxygen depletions systems, etc. The amendments disallowing these products seems unnecessary and redundant, and staff can find no reason not to allow these products to be installed.

Commented [SGP66]: Suggest striking this entire amendment from Chapter 4. The language used is the same as this section from the IRC with one exception making a 10' 'head pressure' test mandatory--- Beginning in 2015, the IRC only required a water test with 5' above the highest fitting—The reason the IRC made the change was 10' is impractical to enforce and no empirical benefit could be found.

Commented [SGP67]: These amendments are no longer needed if the proposed Section 1.7 'Flood Hazard Prevention' section is approved.

27. Section P2603.5 Freezing. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

28. Section P2603.5.1 Sewer Depth. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

~~29. Section P2705.1 Installation, item #3 is repealed.~~

~~30. Section P3001.3 Flood-resistant Installation. Amended to read as follows:~~

~~In areas prone to flooding as established by the *Flood Damage Prevention Resolution*, drainage, waste, and vent systems shall be located and installed to prevent infiltration of floodwaters into the systems and discharges from the systems into floodwaters.~~

~~31. Delete Chapters 34 through 43 (Electrical Provisions) of the International Residential Code and replace with the 2020 NEC. Replace this amendment with the following:~~

Section E3401.1 Applicability. Add the following sentence:

(a) In the event that 'Section 10, National Electric Code' of this document should adopt an edition other than the 2020 Edition of NFPA 70 'The National Electric Code' as referenced in the 2021 Edition of the International Residential Code (IRC), then that edition will take precedence over Chapters 34 through 43 of the IRC.

32. Add Appendix E, Section AE101 General. Amended to read as follows:

Section AE101.1 General. These provisions shall be applicable to all manufactured homes used as a single dwelling unit and shall apply to the following: Remainder of this section unchanged.

~~33. Section AE304 Fees is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4. C. 3.~~

Section 5. International Mechanical Code.

A. General: The International Mechanical Code, 2021 Edition, including Appendix A is adopted by reference and hereby made a part of Chapter 4 as amended below:

~~1. Section 109 Fees is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4. C. 3.~~

Commented [SGP68]: P2705.1 Item #3 of this section simply states that fixtures that come in contact with walls or floors shall be watertight--- (which should be the main purpose of all plumbing fixtures.) Staff recommends striking this amendment.

Commented [SGP69]: This amendment is no longer needed if the proposed Section 1.7 'Flood Hazard Prevention' section is approved.

Commented [SGP70]: This is a suggested change for ease of use in the field.

IRC Chapters 34 through 43 are sections lifted directly from the 2020 National Electric Code (NEC) and are organized in a sequential, common sense format. The IRC also cross-references code sections directly back to the NEC should the need arise.

With this amendment, staff can utilize only 1 code book in the field for all residential inspections without relinquishing our ability to use the NEC when necessary.

Commented [SGP71]: This amendment is redundant since fees are already addressed in Section 1.8 of this document.

Commented [SGP72]: Section 109 simply states that fees for permits must be paid if applicable. Repealing this section is redundant and unnecessary since fees are already addressed in Section 1.8 of this document.

2. Section 115.4 Violation Penalties is repealed.

3. ~~Section 108.5 Stop Work Order is repealed.~~

4. Section 114 Means of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

5. Section 301.2 Energy Utilization is repealed.

6. ~~Section 303.3 Prohibited Locations. Amended to read as follows:~~

   ~~Except in attached or detached garages protected with a carbon monoxide detection system and equipped with an oxygen-depletion safety system, unvented fuel-burning equipment shall not be installed, used, maintained, or permitted to exist in any building.~~

7. Table 403.3.1.1 shall be amended to include footnote i. Footnote i shall read as follows: For repair garages, the required 0.75 cfm per square ft. of exhaust airflow may be achieved by providing 0.25 cfm of continuous airflow per sq. ft. with an additional 0.50 cfm of intermittent airflow per sq. ft. when installed in accordance with Section 404.

8. ~~Section 501.3 Outdoor Discharge. The air removed by every mechanical exhaust system shall be discharged at a point where it will not cause a nuisance and from which it cannot again be readily drawn in by a ventilating system. An attic not used for make-up air may have exhaust ducts terminate in the attic. The exhaust duct shall extend to a minimum of six (6") inches above the insulation.~~

9. Section 604.1 General (Duct Construction). Delete the reference to the International Energy Conservation Code. ~~The rest of the section to remain as is.~~

Section 6. International Plumbing Code

A. General: The International Plumbing Code, 2021 Edition, including Appendix A and B is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. ~~Section 106.6 Fees is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4.C.3.~~

2. Section 115.4 Violation Penalties is repealed.

3. ~~Section 108.5 Stop Work Orders is repealed.~~

4. Section 114 Means of Appeal is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

Commented [SGP73]: This section of the IMC simply states that a Stop Work Order may be issued. This is consistent with Section 1.9.B of this document. Removing this section is unnecessary and redundant.

Commented [SGP74]: This amendment is more restrictive than the IMC and the International Fuel Gas Code (IFGC). Both the IMC and IFGC provide mandatory safety features for all types of heat sources. Staff recommends removing this amendment thereby giving constituents more choices for comfort heat.

Commented [SGP75]: This amendment allowed for bathroom fans to vent in the attic, something that the IMC does not allow. Venting moist warm air to the attic is a known contributor to wood rot and mold. Staff suggests removing this amendment.

Commented [SGP76]: Suggest deleting this statement. It is redundant.

Commented [SGP77]: Section 106.6 (now 109) simply states that fees for permits must be paid if applicable. This amendment is redundant and unnecessary since fees are already addressed in Section 1.8 of this document.

Commented [SGP78]: Suggest striking this amendment. This section is compatible with Section 1.9 Enforcement and Penalties of this document and does not change procedure or intent. Amending this section is redundant and unnecessary.

5. Section 305.4 Freezing. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.
The last sentence is amended to read as follows:

Exterior water supply system piping shall be installed below the frost line and not less than five-foot six (5'6") inches below grade. Water service risers for mobile/manufactured homes shall use a Woodford Thermaline or equivalent water connector, or shall be placed in a 12" diameter by 5 ft. deep pipe located beneath the home.

Exception: Lawn watering systems need not be installed at the above depth.

6. Section 305.4.1 Sewer Depth. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

Building sewers that connect to private sewage disposal systems shall be a minimum of 36" inches below finished grade at the point of septic tank connection. Building sewers shall be a minimum of 36" inches below grade. All sewer lines will be required to have a full-size end of line cleanout.

7. Section 312.3 Drainage and Vent air test. Drain, waste, venting systems shall be tested on completion of the rough piping installation by water or by air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety, or in sections after the rough piping has been installed, as follows:

Water test. Each section of piping shall be filled with water to a point not less than 10 feet above the highest fitting connection in that section, or to the highest point in the completed system. Water shall be held in the test section (under test) for a period of 15 minutes. The system shall prove leak free by visual inspection.

Air Test. The portion under test shall be maintained at a gauge of 5 pounds per square inch (psi). This pressure shall be held without introduction of additional air for a period of 15 minutes. A contractor using air to test plastic pipe shall be aware of the risk.

8. 602.1 General. WATER REQUIRED is amended to read as follows:

602.1 General.

Every structure equipped with plumbing fixtures and utilized for human occupancy or habitation shall be provided with a potable supply of water in the amounts and at the pressures specified in this Chapter. All shared wells shall be required to install a dual check valve *Backflow Prevention* on each water service line. If all *Community Water System* regulations are met, the system requirements in Section 13 of this document may be used in place of those prescribed in the 2018 International Plumbing Code.

9. Section 701.2 Sewer Required is amended to read as follows:

Commented [SGP79]: This section has been struck and directs the user to Section 1.6 for all design criteria information is found.

Commented [SGP80]: This language is virtually identical to what is found in the IPC and staff can find no reason to keep this amendment. The wording is redundant because it is already so stated in the IPC.

Commented [SGP81]: Suggest striking the selected text. It is language directly out of the IPC—The necessary amendment is providing backflow prevention to prevent contamination of shared wells.

Commented [SGP82]: The reference to Community Water Systems is struck because those regulations will be moved to Chapter 6 Subdivision Regulations.

~~Every building having plumbing fixtures installed and all *Premises* having drainage piping shall be connected to a public sewer, where available, or an approved private sewage disposal system in accordance with the *Delegation Agreement*.~~ Replace 'International Private Sewage Disposal Code' with 'Appendix 2 of Chapter 4'.

~~10. Section 708.1.1.2 Base of stack is added to read as follows:~~

~~A full-size cleanout shall be provided at each end of the line base waste or soil stack.~~

11. ~~Section 903.2 Frost Closure shall be amended to the following:~~

~~Vent extensions through a roof or wall shall not be less than 3 inches in diameter. Any increase in size of the vent shall be made not less than 1 foot below the roof line.~~

12. Table 403.1 Minimum Number of Required Plumbing Fixtures. Amend as follows:

Delete drinking fountain requirements; however, if *Applicant* chooses to install drinking fountains, all provisions of this section shall apply.

~~13. Section 410.2 Small Occupancies shall be amended as follows:~~

~~Drinking fountains shall not be required for an occupant load of 30 or fewer.~~

14. Section 403.2 Separate Facilities. Amend as follows:

Delete Exception number 6.

Section 7. International Fuel Gas Code

A. General: The International Fuel Gas Code, 2021 Edition, including all Appendices is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. ~~Section 106.6, Fee Schedule, is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4.C.3.~~

2. Section 115.4, Violation Penalties is repealed.

3. ~~Section 108.5, Stop Work Orders is repealed.~~

Commented [SGP83]: This suggested change simply states the same thing in 11 words instead of 34. No change to the intent or application of this section.

Commented [SGP84]: Suggest striking this amendment. The IPC states that increases in vent size are to be made inside the 'thermal envelope' which is in keeping with the intent of preventing Frost Closure of vents in cold weather.

Commented [SGP85]: Last year the code was amended to lower the threshold of when drinking fountains were required as shows in Section 13 below 'Small Occupancies'. After further review and research, staff recommends deleting this section as written and make drinking fountains optional.

Commented [SGP86]: Strike this amendment if the proposed amendment making drinking fountains optional is approved.

Commented [SGP87]: Exception number 6 is a new item that would allow a single restroom containing multiple toilets and urinals, etc., to be commonly used by all genders. Removing exception 6 ensures that genders will be separated ensuring privacy for those who wish not to be forced to share a communal bathroom with those of another sex.

Commented [SGP88]: This Section simply states that fees for permits must be paid if applicable. Repealing this section is redundant since fees are addressed in Section 1.8 of this document.

Commented [SGP89]: Suggest striking this amendment. This section is compatible with Section 1.9 Enforcement and Penalties of this document and does not change procedure or intent. Amending this section is redundant.

4. Section 113, Means of Appeal is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

5. Section 303.3, Exceptions #3 and #4 are deleted.

6. Section 621.4 Prohibited Locations is amended to read as follows:

Except in attached or detached garages protected with a carbon monoxide detection system and equipped with an oxygen-depletion safety system, unvented room heaters shall not be installed with occupancies in Groups A, B, E, F, H, I, M or R.

Commented [SGP90]: Suggest striking this amendment.

IFGC Section 303.3, Exceptions 3 and 4 allow the use of unvented room heaters when provided with specific safety features. This amendment deleting those two exceptions prohibits the use of those unvented room heaters.

Staff recommends leaving the two exceptions intact thereby giving constituents more options for comfort heating.

Commented [SGP91]: This section also deals with unvented room heaters, same as above.

This amendment is more restrictive than the IMC and the International Fuel Gas Code (IFGC). Both the IMC and IFGC provide mandatory safety features for all types of heat sources. Staff recommends removing this amendment thereby giving constituents more choices for comfort heat.

Section 8. International Fire Code

A. The International Fire Code, 2021 Edition, including Appendices A, D, E, F, G and B is adopted by reference and hereby made a part of Chapter 4 as amended below. (B only applies in certain circumstances as outlined below). Appendix B only applies in areas with access to a water supply capable of supplying the required fire flows as outlined below.

Commented [SGP92]: These changes are merely 'housekeeping items.' This removes redundant and inconsistent wording. Appendix A is removed because all appeals are handled by the Campbell County Board of Appeals.

1. Section 101.1 'Title' of the International Fire Code is amended to read as follows:

101.1 Title. These regulations shall be known as the Fire Code of Campbell County hereinafter referred to as "this code".

2. Section 111, Board of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

3. Section 401.3.2 Alarm Activations, the following is added add:

401.3.2.1 *Central Stations.* *Central Stations* shall immediately notify the Campbell County Sheriff's Office Dispatch for dispatch of the fire department of alarm signals initiated by any fire alarm, fire extinguishing system or equipment. Supervisory signals shall be relayed to the Campbell County Sheriff's Office Dispatch for dispatch of the fire department. The fire department must be notified by faxed or electronic report of all trouble signals which exist for greater than a single 6-hour time period. Campbell County Sheriff's Office Dispatch, for the fire department, shall be contacted prior to notification of the subscriber.

Commented [SGP93]: The lines struck are redundant and unnecessary.

4. Section 505.1, Address Numbers, is amended to read as follows:

505.1 New and existing building shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly

legible and visible from the street or road fronting the property. If the structure is not visible from the roadway because of terrain, trees or other obstruction, the address numbers shall be posted on both sides of a post which shall be a minimum of four (4') feet and maximum of seven (7') feet in height above the ground in a visible location within twenty (20') feet of a public road at the Access Drive to the structure. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

Exceptions: Structures within twenty-five (25') feet of a public road may place the addresses on the structure.

5. Section 506.1, Where Required. Delete the first sentence and amend the section as follows:

Key boxes (Knox Box) shall be provided for Fire Department entry for all Commercial occupancies. The key boxes shall be installed on all new businesses before occupancy is granted. Any existing business that obtains a permit to do any work or change of use or occupancy shall be required to install a key box before the work can be completed and approved and occupancy resumed. The key box shall be located within 10 feet of the front doors, a minimum of 6 feet above the ground level and not to exceed 7 feet in height unless approved in writing by the ~~*Building Code Official*~~ Fire Department. The *Building Division* and the Fire Department ~~has~~ have the ordering ~~forms~~ instructions for key boxes. The key box shall be of an approved type and shall contain items necessary to gain access as required by the Fire Department.

6. Section 507.1, Required Water Supply is amended ~~to read~~ as follows:

For areas with access to a water supply capable of supplying the required hydrant fire flows in accordance with Appendix B, fire protection shall be provided. For areas that do not have a water supply capable of providing fire flows, the Campbell County Fire Department tanker-shuttle system will be utilized as the fire protection method.

~~Section 507.1.1, A building, or portion of a building which are is hereafter constructed or moved into the jurisdiction which are Where required, to be equipped with an *Automatic Sprinkler System* shall have access to an approved water system capable of providing the required *Automatic Sprinkler System* fire flows or shall provide an approved on-site water storage and delivery system capable of providing such flows.~~

7. Section 507.5.1, Where Required is amended ~~to read~~ as follows:

For areas with access to a water supply system capable of supplying required fire flows in accordance with Appendix B, fire hydrants providing the required fire flows shall be located within 500 feet of the building as measured by an approved route around the exterior of the facility or building.

Commented [SGP94]: This section has been reworded to reflect the actual processes involved. The Building Code Official still retains full authority, but the Fire Department is the entity that approves the location of the key box because they are the actual end-user.

Commented [SGP95]: This section has been formatted and edited for brevity and clarity. No change to the intent has been made.

Commented [SGP96]: This is already addressed under IFC Section 903.3.5 and is redundant and therefore struck.

8. New Section ~~901.4.6.1~~, 901.4.7.5 Clearances ~~of the International Fire Code, a new section~~ is added ~~to read~~ as follows:

~~901.4.6.1 Clearances.~~ Fire Protection Equipment shall not be obstructed or concealed. ~~Fire Protection Equipment includes, but is not limited to, the following: fire sprinkler control valves, risers, hose stations, standpipes, and fire alarm panels.~~ A minimum of eight (8") inches on each side and a clear access width of three (3') feet shall be maintained in front of the fire protection equipment.

Commented [SGP97]: This section has been edited for clarity and brevity. No change to the intent has been made.

~~9. Section 903.2.8 is amended to include an exception to read as follows: Group R-3~~
~~(one- and two-family dwellings) shall not be required to install an *Automatic Sprinkler System*.~~

Commented [SGP98]: This amendment is redundant and therefore struck.

Section 9. International Existing Building Code

A. The International Existing Building Code, 2021 Edition, is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. Section 101.4.2 Building previously occupied, reference to the International Property Maintenance Code as specified in Section 3.A.(4) of this document. ~~is removed~~.

Commented [SGP99]: This is amended wording to coordinate with the Chapter 4 Section cited.

2. Section 112.3 Board of Appeals members qualifications is repealed in its' entirety.

Commented [SGP100]: This is a proposed new amendment. Board of Appeals is already addressed in Section 1.10 of this document and leaving this unamended would conflict with that section.

3. Section 1401.2 Conformance, reference to the International Property Maintenance Code as specified in Section 3.A.(4) of this document. ~~is removed.~~

Section 10. National Electric Code (NFPA 70)

A. The National Electrical Code, NFPA 70, 2020 Edition, ~~as copyrighted by the National Fire Protection Association,~~ including ~~Article 80, also known as~~ Informative Annex H Administration and Enforcement is adopted by reference and hereby made a part of Chapter 4 as amended below.

Commented [SGP101]: The wording used in Section A is redundant and is thereby struck for brevity.

1. Section 230.70(A)(1) Readily Accessible Location is amended to read as follows:

The service disconnecting means shall be installed at a readily accessible location within 50' (fifty feet) and in plain view from outside of a building or structure. ~~(Note: Mobile Homes and Manufactured Homes shall comply with Article 550 of the National Electrical Code.)~~

~~2. Section 230.79(C) of the National Electrical Code is amended to read as follows:~~

~~(a) One- and Two-Family Dwellings and Townhouses. For a one-family, two-family or townhouse dwelling, the service disconnecting means shall have a rating of not less than 200 amperes, 3-wire.~~

~~3. Section 250.53(A)(2) Exception shall be repealed in its entirety.~~

B. Informative Annex H, Administration and Enforcement, Section 80

4. Section 80.1(2) Investigation of Fires of the National Electric Code is repealed.

5. Section 80.15 Electric Board of the National Electric Code is repealed and replaced with Section 1.10 Appeals of Chapter 4. ~~renamed *Building Code Appeals Board*.~~

~~6. Section 80.15(A) of the National Electric Code is repealed.~~

~~7. Sections (B) through (H) of Section 80.15 of the National Electric Code are repealed.~~

8. Sections 80.23(B)(3) Penalties of the National Electric Code is repealed and replaced with Section 1.9 Enforcement and Penalties of Chapter 4.

9. Section 80.27 Inspectors Qualifications:

(a) Subsection 80.27(A) is repealed and replaced with: "Inspectors qualifications as required by W.S. Statute 35-9-121(a)(iv) for Home Rule requirements only. For Local enforcement, all Inspectors employed by Campbell County can/will do Electrical Inspections."

(b) Subsections 80.27(B) Experience, (C) Recertification and (D) Revocation and Suspension are repealed.

10. Sections 80.33 'Repeal of Conflicting Acts' and 80.35 'Effective Date' are repealed.

Section 11. Liquefied Petroleum Gas Code (NFPA 58)

A. General: The Liquefied Petroleum Gas Code (NFPA 58), ~~2014~~ 2020 Edition, is adopted by reference and hereby made a part of Chapter 4.

Section 12. Small Wastewater Systems

Commented [SGP102]: The section referencing Article 550 is redundant and therefore struck.

The 50' requirement is a proposed addition to this amendment. The reason for the suggested "50' and in plain view" wording is because the term 'readily accessible location' is too vague and difficult to administer.

Commented [SGP103]: This amendment specifies a 200 amp service minimum rather than a 100 amp as required by the NEC. Staff can find no reason to require a 200 amp service and recommends striking this amendment from Chapter 4.

Commented [SGP104]: This Exception in 250.53(A)(2) of the NEC allows an electrician to demonstrate that a grounding electrode system meets the NEC requirements by use of electrical test equipment.

Staff can find no reason why an electrician shouldn't be allowed to prove a system meets the minimum standards of the NEC as an alternative to the strict adherence of the prescriptive code.

Staff recommends striking this amendment from Chapter 4.

Commented [SGP105]: The sections of 80.15 is re-worded and condensed here. No change has been made to the intent or application of these 3 amendments. All appeals are directed to Campbell County Board of Appeals.

Commented [SGP106]: This section has been modified to clarify that 'penalties' is governed by Section 1.9 of Chapter 4.

A. General: *Small Wastewater Systems* shall comply with Wyoming Division of Environmental Quality Rules and Regulations, Chapter 25 as amended in Appendix 1 to Chapter 4, provided that:

1. Installations shall comply with Chapter 7 Zoning Regulations as applicable.

2. Any system with a design flow greater than 2,000 gallons of sewage per day or that discharges non-domestic sewage shall be permitted through the Wyoming Department of Environmental Quality.

3. ~~Prior to re-energizing any home or business on a parcel where no information on the *Small Wastewater System* is on file, the septic tank shall be pumped to verify minimum capacity, as required by Appendix 2 to Chapter 4 Regulations.~~

Commented [SGP107]: Staff recommends deleting this section, thereby allowing each project to be evaluated on a case by case basis.

B. Multiple Systems on One Parcel: Where more than one *Small Wastewater System* is allowed, the systems shall be subject to the following:

1. Individual systems shall be spaced a minimum of 400' apart.

2. Distance between each system shall be measured from the edge of the nearest leach field.

3. Verification of adequate spacing may be required by an *Engineer*.

Section 13. List of Appendices

Appendix 1: DEQ Chapter 25 Amended

Appendix 2: Campbell County *Small Wastewater System* Permit Workbook and Application

Appendix 3: Campbell County Flood Damage Prevention Ordinance

Commented [SGP108]: Chapter 4 has always referred to the Campbell County Flood Damage Prevention Ordinance when building in a floodplain. When needed for reference, designers and the public would have to make special request to view the document. Staff is simply suggesting that it be included as an appendix to Chapter 4 for ready access.

4/23/2021. Chapter 4 new format with amendments as proposed, public comment version.
Note that final version layout and page numbering may be changed for readability.

CHAPTER 4
RULES REGULATING CONSTRUCTION
Amended ------ 2021

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Section 1. Authority.

This Chapter is adopted pursuant to the authority granted by W.S. 35-9-121 and W.S. 35-11-304 and supersedes all previous *Rules Regulating Construction*.

A. The *Building Division* shall enforce the *Rules Regulating Construction* prescribed in Chapter 4 for the unincorporated areas of Campbell County

B. The *Building Code Official* shall have the authority to render interpretations and enforce the *Rules Regulating Construction*.

Section 1.1. Chapter 4 User Guide

Chapter 4 *Rules Regulating Construction* has been designed and drafted for ease of use to quickly find applicable information. Key points of this document are as follows:

A. Section 1 covers administrative requirements for obtaining construction permits. This includes the scope of Chapter 4, specifying what projects are exempt from Chapter 4, model codes adopted, design criteria, permit requirements, fees, enforcement, appeals, etc.

B. Section 2 is a compilation of definitions that are specific for use in the *Rules Regulating Construction.* Any word or phrase that is both capitalized and italicized within this document means that there is a unique definition listed in Section 2.

C. Sections 3 through 14 are stand-alone sections for each model code adopted in Chapter 4. Each adopting section contains specific amendments to the respective model code.

D. Section 15 is a list of applicable appendices.

Section 1.2. Scope and Applicability.

This Chapter shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and *Occupancy Classification*, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures, and plumbing, mechanical, fuel gas, electrical, and *Small Wastewater Systems* in the unincorporated areas of Campbell County that is not specifically exempted in accordance with Section 1.4 ‘Exemptions’.

Section 1.3. Permits Required.

A. Permit Types, General.

Except as exempted in 'Section 1.4 Exemptions', any *Owner* or *Owner*'s authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the *Occupancy Classification* of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, *Small Wastewater System* or plumbing system, the installation of which is regulated by this Chapter, or to cause any such work to be performed, shall first make application to the *Building Division* and obtain the required permit(s) as appropriate from the permit types listed below.

1. *Building Permit*
2. *Electrical Permit*
3. *Mechanical Permit*
4. *Plumbing Permit*
5. *Small Wastewater System Permit*

B. Fire Code Permits.

Where Operational or Construction Permits are required by Sections 105.5 and 105.6 respectively of the International Fire Code, application shall first be made to the Campbell County Fire Department. Fire Code Permits shall be issued by the Fire Department.

C. General Permit Application Requirements.

1. Water Source Required.

For new construction, verification *of a Potable Water* source *shall* be provided by submitting one of the following:

(a) For on-lot wells a copy of the valid State Engineer's Office well permit for the proposed use.

(b) For shared wells, a valid Shared Well Agreement shall be submitted along with a copy of the State Engineer's Office well permit for the proposed use.

(c) For connections to *Centralized Water Systems*, written verification shall be submitted from the *Owner* of the system verifying permission is granted to make the connection.

(d) For systems such as cisterns or above ground tanks supplied by transported water, or other acceptable means, *Construction Documents* shall be submitted containing information including tank size, location, and other applicable information.

2. Zoning Certificate Required.

   For zoned parcels, an approved Zoning Certificate per Chapter 7 Zoning Regulations from the Planning and Zoning Division is required prior to permit issuance.

3. Site Plan.

   An approved site plan shall be a drawing, to scale or clearly dimensioned, showing the uses and structures (existing and proposed) for a parcel of land. The plan shall include a north arrow, property lines, streets, location of all buildings, wells (water and methane), septic tank and leach field, as well as the location for a future replacement leach field, easements/rights-of-way, and the location of utilities including electrical service lines, water lines, sewer/septic lines, natural gas and propane & LPG lines, etc. (existing and proposed). A grading plan and/or spot elevation plan may also be required to address topographical and drainage issues on a site by site basis.

4. Culverts.

   Culverts are required for new driveway approaches that cross drainage ditches. Culvert installation shall be as specified in the subdivision disclosure statement, or as approved by the *Building Code Official*. Minimum size is twelve (12) inches in diameter. Driveway and culvert installation may be subject to approval by the subdivision Improvement and Service District or Home-Owners Association.

5. Addresses.

   Campbell County Public Works shall issue a new address for all properties not currently assigned a valid address, and shall re-assign property addresses as applicable, upon review. No properties shall obtain a *Building Permit* without a valid County issued address.

6. Addressing Standards.

   All properties must display the assigned address with address numbers posted in accordance with the International Fire Code as adopted herein. Inspections by the *Building Division* will not be performed until address numbers are posted.

7. *Construction Documents*.

   Plans shall be drawings that show the shape, size, and location of details relating to the proposed construction of all structures. The plans shall clearly indicate the nature and extent of the work proposed and show by graphical details or other means that the project will conform to the *Rules Regulating Construction*.

8. Permit Issuance.

   The *Building Code Official* shall issue permits under this Chapter after determining that the proposed project will comply with the *Rules Regulating Construction*.

9. Job Site Requirements.

   The *Applicant* shall maintain a copy of all permits, approved plans, job sign off sheet, and plan review documents available on the job site.

10. Site Plan Review.

    For all public, *Commercial* or industrial buildings, a Site Plan Review application and meeting may be required prior to applying for a *Building Permit*.

Section 1.4. Exemptions

A. General: Chapter 4 Rules shall not apply as delineated in sub-sections 1-8 below.

1. Oil, Gas, Coal, and Mineral Extraction.

   Chapter 4 Rules shall not apply to public, commercial, or industrial buildings or structures associated with the extraction of oil, gas, coal, or other minerals.

2. *Farm or Ranch Operation*s.

   Chapter 4 Rules shall not apply to structures located on parcels used exclusively for *Farm or Ranch Operation*s, provided that:

   (a) Electrical contractors performing work on *Farm or Ranch Operation*s shall comply with W.S. 35-9-123(b) by obtaining an *Electrical Permit* in accordance with Chapter 4 and,

   (b) *Small Wastewater Systems* are subject to Chapter 4 rules and permits are required.

3. One or Two-Family *Residential* Dwellings Outside of a *Platted Subdivision*.

   Building Permits shall not be required for One or Two-Family *Residential* dwellings located outside of a *Platted Subdivision*; provided that:

   (a) Chapter 4 Rules do apply, and permits are required for the structures' interior and exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

4. Detached Non-habitable *Residential Occupancy Use* Accessory Structures in *Platted Subdivisions*.

   Building Permits shall not be required for detached non-habitable *Residential Occupancy Use* accessory structures that meet the following conditions:

(a) has a clear roof span of less than 61 feet,

(b) is located at least seven (7') from any dwelling regardless of accessory structure size, provided that:

(c) Chapter 4 Rules do apply, and permits are required for the interior and exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

5. Detached or Attached *Residential Occupancy Use* Accessory Structures Outside of a *Platted Subdivision.*

Building Permits shall not be required for *Residential Occupancy Use* accessory structures on any parcel located outside of a *Platted Subdivision* provided that:

(a) Chapter 4 Rules do apply, and permits are required for the interior and exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

6. HUD Manufactured Homes (*Platted Subdivisions* or Un-platted Parcels).

*Building Permit*s shall not be required for Manufactured Homes designed and built to the Manufactured Home Construction and Safety Standards (HUD Code) displaying a red (HUD) certification label on the exterior of each transportable section; provided that:

(a) Chapter 4 Rules do apply, and permits are required for the structures' exterior electrical, plumbing, mechanical, and *Small Wastewater System* needs.

7. Centralized Water Systems

Building Permits shall not be required for the portions of *Centralized Water Systems* permitted by Campbell County under the delegated authority from Wyoming DEQ including transmission lines, storage tanks, pumphouses and chlorination buildings, along with associated piping and appurtenances provided that:

(a) Chapter 4 rules do apply, and permits are required for electrical and mechanical needs in any pumphouse or chlorination building and,

(b) Chapter 4 rules do apply, and permits are required for *Water Service Connection*s.

8. State and Federal Provisions

Chapter 4 shall not apply to any construction or installation that Campbell County is preempted by state or federal law from regulating or permitting.

Section 1.5. Model Codes and Standards Adopted.

General: Chapter 4 *Rules Regulating Construction* adopts the following model codes and standards as amended herein:

A. International Codes, 2021 editions, published by the International Code Council, Inc:

1. International Building Code® (IBC),
2. International Residential Code® (IRC),
3. International Plumbing Code® (IPC),
4. International Fuel Gas Code® (IFGC),
5. International Mechanical Code® (IMC),
6. International Existing Building Code® (IEBC),
7. International Fire Code® (IFC),
8. International Property Maintenance Code® (IPMC)

B. NFPA Codes, published by the National Fire Protection Agency:

1. NFPA 70®, 'National Electrical Code®' (NEC), 2020 Edition
2. NFPA 58®, 'The Liquefied Petroleum Gas Code®' 2017 Edition

Section 1.6. Climatic and Geographical Design Criteria.

A. Minimum Roof Snow Loads:

1:12 pitch and flatter roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 35 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

Greater than 1:12 pitch roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 30 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

B. Basic Design Wind Speeds:

Risk Category I: 100 mph

Risk Category II: 110 mph

Risk Category III: 115 mph

Risk Category IV: 120 mph

C. Seismic Design Category:

'B'

D. Weathering:

Severe

E. Frost Line Depth (Building):

42"

F. Frost Line Depth (Water):

1. Five (5) feet, Six (6) inches

(a) Water service risers for mobile/manufactured homes shall use a Woodford Thermaline or equivalent water connector or shall be placed in a 12" diameter by 5 ft. deep pipe located beneath the home.

(b) Exception: Lawn watering systems.

G. Frost Line Depth (Sewer):

Building sewers that connect to s*mall Wastewater Systems* shall be a minimum of thirty-six (36") inches below finished grade at the point of septic tank connection. All building sewer piping shall be a minimum of thirty-six (36") inches below grade.

H. Winter Design Temperature:

Minus 5 degrees Fahrenheit

I. Ice Barrier Roof Underlayment Requirements:

Yes/ Required

J. Flood Hazard:

FIRM / FHBM Effective Date January 02, 2008

K. Air Freezing Index:

2000

L. Mean Annual Temperature:

45 degrees Fahrenheit

M. Concrete Design Standard:

1. Concrete that will be exposed to sulfate-containing solutions or soils shall comply with the maximum water-cementitious materials ratios, minimum specified compressive strength and be made with the appropriate type of cement in accordance with the provisions of ACI 318, Section 4.3.

(a) Except: If the *Owner* or *Applicant* supplies results from a soils investigation containing data on sulfates, the *Owner* or *Applicant* must use a concrete mix design meeting the following specifications:

Use Type V cement or increase the amount of Type II Modified cement in concrete to obtain a maximum water-to-cement ratio of 0.45 (by weight, normal weight concrete) and a minimum compressive strength fc of 4000 pounds per square inch (psi).

Section 1.7. Flood Hazard Area Development

A. General: All references to development in Special Flood Hazard Areas found in the model codes adopted herein shall comply with the following:

1. Appendix 3, *Flood Damage Prevention Resolution*

Section 1.8. Permit Fees.

A. *Commercial Building Permits*:

A $250 fee will be charged for all new construction requiring a Commercial *Building Permit*.

B. *Commercial Building* Plan Review Fees:

The initial plan review of *Construction Documents* for a commercial project and the first re-review of amended *Construction Documents* are free. Additional required re-reviews will be assessed a $250.00 fee.

C. *Commercial Building* Inspection Fees:

The first two (2) inspections for each portion of construction or type of work are free. Each additional re-inspection for the same work incorrectly performed will be assessed a fee of $60. The fee must be paid in person at the *Building Division* office before additional re-inspections will be scheduled.

D. Work Performed Prior to Obtaining a Required Permit

Work that has begun without first obtaining a required permit will be assessed a $60.00 fee.

E. All Other Permits:

No fees.

Section 1.9. Enforcement and Penalties.

A. Violations: Persons who violate any of the *Rules Regulating Construction* or fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved *Construction Documents* or directive of the *Building Code Official*, or of a permit or certificate issued under provisions of any of the *Rules Regulating Construction*, shall be subject to a fine of $250 per day. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

B. Stop Work Orders: Upon issuance of a stop work notice from the *Building Code Official*, work that is being done contrary to the provisions of any of the *Rules Regulating Construction* or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the *Owner* of the property, or to the *Owner*'s agent, or to the person performing the work. The notice shall state the condition under which work is authorized to resume. Where an emergency exists, the *Building Code Official* shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as the person is directed to perform to remove a violation or unsafe condition, shall be subject to the penalties set forth in Section 1.9.A above.

Section 1.10. Appeals.

A. Appeals from the decision or actions of the *Building Code Official* shall be to the *Building Code Appeals Board* in accordance with its established rules and procedures.

B. The *Building Code Official* reserves all other rights and remedies available under the law to enforce the *Rules Regulating Construction*.

Section 2. Definitions.

As used in Chapter 4, the following definitions apply:

A. "*Applicant*" means the *Owner* or authorized agent making application for a permit.

B. "*Automatic Sprinkler System*" is an integrated system of a water source, piping, and heat activated fire suppression devices designed in accordance with fire protection engineering standards.

C. "*Building Division*" means the division of the Campbell County Department of Public Works responsible for issuing *Building, Electrical, Mechanical, Plumbing, and Small Wastewater System Permit*s, and performing inspections on that work.

D. "*Building Code Appeals Board*" means a Board created by the Campbell County Commissioners (Resolution 1449) to hear and decide appeals of orders, decisions or determinations made by the *Building Code Official* or Fire Code Official relative to the application and interpretation of this code.

E. "*Building Code Official*" means the officer or other designated authority or a duly authorized representative charged with the administration and enforcement of this code. The position of *Building Code Official* is also referred to as the "Administrative Authority", "Authority Having Jurisdiction", "Code Official", and "Fire Code Official" as those titles are used to refer to the individual responsible for administration and enforcement of the codes adopted in Chapter 4.

F. "*Building Permit*" means an official certificate of authorization by the *Building Division* for construction, enlargement, *Change of Use*, or alteration of a building in accordance with Chapter 4.

G. "*Central Stations*" means a system or a group of systems in which the operations of circuits and devices are transmitted automatically to, recorded in, maintained by, and supervised from a listed central station that has competent and experienced servers and operators who, upon receipt of a signal, take such action as calling the local dispatch (fire or law enforcement).

H. "Centralized Water System" means a system that provides water to all lots in a subdivision via distribution pipelines within rights-of-ways or easements, with services to each lot. A community water system and a public water system are both considered *Centralized Water System*s.

I. "Change of Use" means a change in the *Occupancy Classification* of a building, structure, or portion thereof as regulated by the International Building Code.

J. "*Commercial Building*" means structures and any associated plumbing, mechanical, electrical, or other appurtenances as governed by the International Building Code.

K. *"Commercial Building Permit"* means an official certificate of authorization by the *Building Division* for a *Commercial Building.*

L. "*Construction Documents*" means written, graphic, and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building, plumbing, mechanical, electrical, or *Small Wastewater System* permit.

M. "*Cross Connection*" means any actual or potential connection between a *Potable Water* supply and any other source or system through which it is possible to introduce contamination into the system.

N. "*Delegation Agreement*" means the current agreement between the Wyoming Department of Environmental Quality and Campbell County in accordance with W.S. 35-11-304 by which Campbell County has assumed authority for the enforcement and administration of the permitting of *Small Wastewater Systems*, publicly owned and controlled sewage collection facilities, and publicly owned and controlled water distribution facilities.

O. "*Electrical Permit*" means an official certificate of authorization issued by the *Building Division* in accordance with W.S. 35-9-120(e) and 35-9-121 and Section 7.

P. "*Engineer*" means a professional engineer licensed with the State of Wyoming Board of Professional Engineers and Professional Land Surveyor.

Q. "*Farm or Ranch Operation*" means that the primary use of the property where the structures are located, along with any leased or owned property adjacent to or in close proximity to the subject parcel, is to produce agricultural products or to graze livestock for monetary profit as a primary source of income.

R. "*Flood Damage Prevention Resolution*" is a resolution adopted by the Campbell County Commissioners on January 2, 2008 for the purpose of minimizing losses due to flooding in specific areas of the county.

S. "*Mechanical Permit*" means an official certificate of authorization by the *Building Division* for heating, ventilation, air conditioning and gas line work.

T. "*Meter Pits*" must be Mueller single- or double-*Meter Pits* or an approved equal and shall contain backflow prevention and shut-off valves. Approval shall be made by the *Building Code Official*.

U. "*Occupancy Classification*" means the formal designation of the primary purpose of a building, structure or portion thereof based on the nature of the hazards and risks to building occupants as listed in the International Building Code. (See '*Change of Use'*)

V. "*Owner*" means the person holding title to real property.

W. "*Platted Subdivision*" means any parcel or lot created through the subdivision plat process and where a map, drawn to scale by a licensed surveyor, showing how a portion of land is divided into blocks and lots, and showing streets, alleys and easements, common areas, dedications and other attributes, pursuant to the requirements of Campbell County Chapter 6, Subdivision Regulations and W.S. 18-5-306, is recorded in the land vault of the County Clerk's Office. Parcels created through a Record of Survey or subdivision exemption process shall not be considered part of a *Platted Subdivision*.

X. "*Plumbing Permit*" means an official certificate of authorization issued by the *Building Division* for domestic or commercial water supplies, sewage disposal, and all piping and materials necessary to complete these activities.

Y. "*Potable Water*" means water free from impurities present in amounts sufficient to cause disease or harmful physiological effects and conforming to the bacteriological and chemical quality requirements of the Public Health Service Drinking Water Standards or of the Campbell County Health Department.

Z. "*Premises*" means a lot, plot or parcel of land, easement, or public way, including any structures thereon.

AA. "*Remodeling*" includes repairing, altering, or expanding a building or its plumbing, mechanical or electrical systems.

BB. "*Residential*" means structures and any associated plumbing, mechanical, electrical, or other appurtenances as governed by the International Residential Code.

CC. "*Rules Regulating Construction*" means this document as adopted by the Board of Commissioners.

DD. "*Small Wastewater System*" means any sewerage system, disposal system, or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single *Residential* unit serving no more than four (4) families or which distributes two thousand (2,000) gallons or less of domestic sewage per day.

EE. "*Water Service Connection*" means any water line or pipe connected to a distribution supply main or pipe for the purpose of conveying water to a water user's system.

Section 3. International Building Code

A. General: The 2021 International Building Code including Appendices 'C' and 'J' are adopted by reference and hereby made a part of this Chapter as amended below:

1. Section 101.4.3 Plumbing. Amended to read as follows:

   Strike 'The International Private Sewage Disposal Code' and replace with *'Small Wastewater Systems*, Appendix 2'.

2. Section 101.4.4 Property Maintenance. Amended to read as follows:

   The provisions of the International Property Code are adopted; only to the extent as it applies to fire and life-safety issues for *Commercial* and *Residential* Structures.

3. Section 101.4.6., Energy is deleted in its' entirety.

4. Section 113 Board of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

5. Section 310.4.1 Care Facilities Within a Dwelling. Amend as follows:

   (a) Add the word 'detached' before 'single-family dwelling' to read 'detached single-family dwelling' and;

   (b) Strike the words 'provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 or Section P2904 of the International Residential Code.'

6. Section 310.4.2 Lodging Houses. Amend as follows:

   (a) Add the word 'detached' before 'lodging houses' to read 'detached lodging houses' and;

   (b) Strike the words 'provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 or Section P2904 of the International Residential Code.'

7. Chapter 13 Energy Efficiency is repealed in its entirety.

8. Section 1608.2 Ground Snow Load. Repeal in its entirety. Refer to Section 1.6 'Climatic and Geographical Design Criteria' of Chapter 4.

9. 1803.5.3 Expansive Soils.

   The *Building Code Official* shall require soil tests to be performed for all commercial and industrial buildings.

10. Section 2901.1 (Plumbing) Scope. Amend as follows:

    Strike 'International Private Sewage Disposal Code' and replace with 'Appendix 2, *Small Wastewater Systems*.

11. Table 2902.2 Minimum Number of Required Plumbing Fixtures. Amend as follows:

    Delete drinking fountain requirements; however, if *Applicant* chooses to install drinking fountains, all provisions of this section shall apply.

12. Section 2902.2 Separate Facilities. Amend as follows:

    Delete Exception number 6.

Section 4. International Residential Code

A. General: The 2021 International Residential Code including Appendices 'A', 'B', 'C' and 'E' are adopted by reference and hereby made a part of this Chapter as amended below:

1. Section R112 Board of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

2. Table R301.2(1) Climatic and Geographical Design Criteria is amended as follows:

Replace Table R301.2(1) with Chapter 4 Section 1.6.

3. Section R302.13 'Fire Protection of Floors' is repealed.

4. Section R309.5 'Fire Sprinklers' (Garages) of the International Residential Code is amended to read:

'Where voluntarily installed, the system shall comply with Section R309.5.'

5. Section R313 is amended to read:

'Section R313 'Automatic Fire Sprinkler Systems' are not required, however, where installed, the system shall comply with Section R313 as applicable.'

6. R401.4.1 Geotechnical Evaluation. The sentence *'In lieu of a complete geotechnical evaluation, the load bearing values in Table R401.4.1 shall be assumed'* shall be replaced with:

In lieu of a geotechnical evaluation, the *Owner* shall submit to the *Building Code Official* a signed and sealed letter from an *Engineer* stating that the soils are adequate for the proposed application. The letter shall reference IRC Table R401.4.1 and specify the appropriate Class of Material to be used for the foundation design.

7. Chapter 11 Energy Efficiency is repealed in its entirety.

8. M1411.8 Locking Access Port Caps is repealed in its entirety.

9. Section P2603.5 Freezing. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

10. Section P2603.5.1 Sewer Depth. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

11. Section E3401.1 Applicability. Add the following sentence:

'In the event that 'Section 10, National Electric Code' of this document should adopt an edition other than the 2020 Edition of NFPA 70 'The National Electric Code' as referenced in the 2021 Edition of the IRC, then that edition will take precedence over Chapters 34 through 43 of the IRC.'

12. Add Appendix E, Section AE101 General. Amended to read as follows:

'These provisions shall be applicable to all manufactured homes used as a single dwelling unit and shall apply to the following:' Remainder of this section unchanged.

Section 5. International Mechanical Code.

A. General: The International Mechanical Code, 2021 Edition, including Appendix A is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. Section 115.4 Violation Penalties is repealed.

2. Section 114 Means of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

3. Section 301.2 Energy Utilization is repealed.

4. Table 403.3.1.1 shall be amended to include footnote i. Footnote i shall read as follows: For repair garages, the required 0.75 cfm per square ft. of exhaust airflow may be achieved by providing 0.25 cfm of continuous airflow per sq. ft. with an additional 0.50 cfm of intermittent airflow per sq. ft. when installed in accordance with Section 404.

5. Section 604.1 General (Duct Construction). Delete the reference to the International Energy Conservation Code.

Section 6. International Plumbing Code

A. General: The International Plumbing Code, 2021 Edition, including Appendix A and B is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. Section 115.4 Violation Penalties is repealed.

2. Section 114 Means of Appeal is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

3. Section 305.4 Freezing. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

4. Section 305.4.1 Sewer Depth. Amend to refer to Section 1.6 Climatic and Geographic Design Criteria of this document.

5. 602.1 General. WATER REQUIRED is amended to read as follows:

'All shared wells shall be required to install a dual check valve *Backflow Prevention* on each water service line.'

6. Section 701.2 Sewer Required is amended to read as follows:

Replace 'International Private Sewage Disposal Code' with 'Appendix 2 of Chapter 4'.

7. Table 403.1 Minimum Number of Required Plumbing Fixtures. Amend as follows:

Delete drinking fountain requirements; however, if *Applicant* chooses to install drinking fountains, all provisions of this section shall apply.

8. Section 403.2 Separate Facilities. Amend as follows:

Delete Exception number 6.

Section 7. International Fuel Gas Code

A. General: The International Fuel Gas Code, 2021 Edition, including all Appendices is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. Section 115.4, Violation Penalties is repealed.

2. Section 113, Means of Appeal is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

Section 8. International Fire Code

A. General: The International Fire Code, 2021 Edition, including Appendices B, D, E, F, and G is adopted by reference and hereby made a part of Chapter 4 as amended below. Appendix B only applies in areas with access to a water supply capable of supplying the required fire flows as outlined below.

1. Section 101.1 'Title' is amended as follows:

   These regulations shall be known as the Fire Code of Campbell County hereinafter referred to as "this code".

2. Section 111, Board of Appeals is repealed in its entirety and replaced with Section 1.10 'Appeals' of this document.

3. Section 401.3.2 Alarm Activations, add:

   C*entral Stations* shall immediately notify the Campbell County Sheriff's Office Dispatch for dispatch of the fire department of alarm signals initiated by any fire alarm, fire extinguishing system or equipment. Supervisory signals shall be relayed to the Campbell County Sheriff's Office Dispatch for dispatch of the fire department. The fire department must be notified by faxed or electronic report of all trouble signals which exist for greater than a single 6-hour time-period. Campbell County Sheriff's Office Dispatch, for the fire department, shall be contacted prior to notification of the subscriber.

4. Section 505.1, Address Numbers, is amended as follows:

   New and existing building shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. If the structure is not visible from the roadway because of terrain, trees or other obstruction, the address numbers shall be posted on both sides of a post which shall be a minimum of four (4') feet and maximum of seven (7') feet in height above the ground in a visible location within twenty (20') feet

of a public road at the Access Drive to the structure. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

Exceptions: Structures within twenty-five (25') feet of a public road may place the addresses on the structure.

5. Section 506.1, Key Boxes, Where Required. Delete the first sentence and amend as follows:

   Key boxes (Knox Box) shall be provided for Fire Department entry for all Commercial occupancies. The key boxes shall be installed on all new businesses before occupancy is granted. Any existing business that obtains a permit to do any work or change of use or occupancy shall be required to install a key box before the work can be completed and approved and occupancy resumed. The key box shall be located within 10 feet of the front doors, a minimum of 6 feet above the ground level and not to exceed 7 feet in height unless approved in writing by the Fire Department. The *Building Division* and the Fire Department have the ordering instructions for key boxes. The key box shall be of an approved type and shall contain items necessary to gain access as required by the Fire Department.

6. Section 507.1, Required Water Supply is amended as follows:

   For areas with access to a water supply capable of supplying the required hydrant fire flows in accordance with Appendix B, fire protection shall be provided. For areas that do not have a water supply capable of providing fire flows, the Campbell County Fire Department tanker-shuttle system will be utilized as the fire protection method.

7. Section 507.5.1, Where Required is amended as follows:

   For areas with access to a water supply system capable of supplying required fire flows in accordance with Appendix B, fire hydrants providing the required fire flows shall be located within 500 feet of the building as measured by an approved route around the exterior of the facility or building.

8. New Section 901.4.7.5 'Clearances' is added as follows:

   Fire Protection Equipment shall not be obstructed or concealed. A minimum of eight (8") inches on each side and a clear access width of three (3') feet shall be maintained in front of the fire protection equipment.

Section 9. International Existing Building Code

A. General: The International Existing Building Code, 2021 Edition, is adopted by reference and hereby made a part of Chapter 4 as amended below:

1. Section 101.4.2 Building previously occupied, reference to the International Property Maintenance Code as specified in Section 3.A.(4) of this document.

2. Section 112.3 Board of Appeals members qualifications is repealed in its' entirety.

3. Section 1401.2 Conformance, reference to the International Property Maintenance Code as specified in Section 3.A.(4) of this document.

Section 10. National Electric Code (NFPA 70)

A. General: The National Electrical Code, NFPA 70, 2020 Edition, including Informative Annex H 'Administration and Enforcement' is adopted by reference and hereby made a part of Chapter 4 as amended below.

1. Section 230.70(A)(1) Readily Accessible Location is amended to read as follows:

   'The service disconnecting means shall be installed at a readily accessible location within 50' (fifty feet) and in plain view from outside of a building or structure.'

B. Informative Annex H, Administration and Enforcement, Section 80

2. Section 80.1(2) Investigation of Fires of the National Electric Code is repealed.

3. Section 80.15 Electric Board of the National Electric Code is repealed and replaced with Section 1.10 Appeals of Chapter 4.

4. Sections 80.23(B)(3) Penalties of the National Electric Code is repealed and replaced with Section 1.9 Enforcement and Penalties of Chapter 4.

5. Section 80.27 Inspectors Qualifications:

   (a) Subsection 80.27(A) is repealed and replaced with: "Inspectors qualifications as required by W.S. Statute 35-9-121(a)(iv) for Home Rule requirements only. For Local enforcement, all Inspectors employed by Campbell County can/will do Electrical Inspections."

   (b) Subsections 80.27(B) Experience, (C) Recertification and (D) Revocation and Suspension are repealed.

6. Sections 80.33 'Repeal of Conflicting Acts' and 80.35 'Effective Date' are repealed.

Section 11. Liquefied Petroleum Gas Code (NFPA 58)

A. General: The Liquefied Petroleum Gas Code (NFPA 58), 2020 Edition, is adopted by reference and hereby made a part of Chapter 4.

Section 12. Small Wastewater Systems

A. General: *Small Wastewater Systems* shall comply with Wyoming Division of Environmental Quality Rules and Regulations, Chapter 25 as amended in Appendix 1 to Chapter 4, provided that:

1. Installations shall comply with Chapter 7 Zoning Regulations as applicable.

2. Any system with a design flow greater than 2,000 gallons of sewage per day or that discharges non-domestic sewage shall be permitted through the Wyoming Department of Environmental Quality.

B. Multiple Systems on One Parcel: Where more than one *Small Wastewater System* is allowed, the systems shall be subject to the following:

1. Individual systems shall be spaced a minimum of 400’ apart.

2. Distance between each system shall be measured from the edge of the nearest leach field.

3. Verification of adequate spacing may be required by an *Engineer*.

Section 13. List of Appendices

Appendix 1: DEQ Chapter 25 Amended

Appendix 2: Campbell County *Small Wastewater System* Permit Workbook and Application

Appendix 3: Campbell County Flood Damage Prevention Ordinance

The following page(s) contain the backup material for Agenda Item: 10:45 Chapter 6 Subdivision Regulations - Proposed Amendments

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

Memorandum Department of Public Works

TO: Campbell County Board of Commissioners

FROM: Megan Nelms, Planner & Zoning Administrator

DATE: April 27, 2021

SUBJECT: Campbell County Subdivision Regulations Amendments

Summary: The Public Works Department has finalized amendments to the Campbell County Subdivision Regulations. These amendments are being completed in conjunction with updates to Chapter 4, Rules Regulating Construction. Certain requirements for Community Water Systems are being removed from Chapter 4. These requirements are currently referenced within Chapter 6. References to Chapter 4 have been removed and the Community Water System requirements have been moved from Chapter 4 to Chapter 6. Also included are minor amendments to revise definitions and provide clarity to the regulations for ease of use.

A 45-day public comment period and public hearing is required prior to adoption of the amendments. We will be hold to public open houses for those wishing to ask questions regarding the amendments to both Chapter 4 and Chapter 6. They are scheduled for May 19th in GAMB – Cottonwood Room and May 27th in the Gillette Library – Wyoming Room.

Staff Recommendation: Staff recommends the Board of Commissioners put the proposed Subdivision Regulation amendments out for 45-day public comment period and set a public hearing for July 6, 2021.

SUMMARY OF PROPOSED AMENDMENTS TO CAMPBELL COUNTY ZONING REGULATIONS

	SUBJECT	PROPOSED AMENDMENTS	REASON FOR CHANGES
1.	**Miscellaneous Minor Amendments**	• Various minor changes to language to streamline and reduce the amount of text. Ensure the regulations are clear and straightforward.	• To reduce regulation text and add clarity.
2.	**Required Water Supply Systems**	• Sections 7.9 and 7.10 are amended to remove definition and reference of Community Water System.	• The rules for Community Water Systems have been removed from Chapter 4, Rules Regulating Construction. As such, any reference to those rules within Chapter 4 need to be removed from Chapter 6. • Inclusion of rules for a Centralized Water System is more appropriate in Chapter 6.
3.	**Permitting Authority**	• Sections 7.8, 7.9 and 7.10 are amended to clarify the appropriate permitting authority between DEQ and the County within the regulations.	• To provide greater clarity to developers on who will be permitting their infrastructure.

To view the full regulations with proposed amendments or to learn more, visit our website!

www.ccgov.net/publicworks

Campbell County
wyoming

Subdivision Regulations

Adopted: ~~August 16, 2016~~

Chapter 6

of

The Rules

of

The Campbell County Board of County Commissioners

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SECTION 1. GENERAL PROVISIONS

1.1 Authority

This Chapter is adopted pursuant to and in accordance with the authority vested in the Campbell County Board of Commissioners by W.S. 18-5-301 and 18-5-305, as amended. All previously existing subdivision regulations for Campbell County are hereby superseded.

1.2 Short Title

The Chapter shall be known, cited and referred to as the Subdivision Regulations of Campbell County, Wyoming.

1.3 Purpose

This Chapter has been designed and enacted for the following purposes:

(a) To promote the public health, safety and general welfare of the present and future residents of Campbell County, Wyoming.

(b) To establish reasonable standards of design and procedures for subdivisions and re-subdivisions.

(c) To promote harmonious layout and land use, and to ensure accurate and legal descriptions and monumentation of lands.

(d) To guide public and private policy and action in order to provide adequate and convenient transportation, utilities, educational and other public facilities, parks, recreation, civil defense, fire protection, light and air.

(e) To avoid population and traffic congestion, air and water pollution, and flood damage resulting from inadequate land planning, by establishing requirements for minimum area and width of lots and tracts, proper location and width of streets and roads, adequacy of water source and of sewage and solid waste disposal methods and adequacy of drainage and flood control facilities.

(f) To avoid the excessive expenditure of public funds for the supply of public improvements and services by ensuring that new development meets or exceeds County standards and that costs are burdened on the developer.

(g) To provide for the coordination of easements and roads within subdivided land with other roads, both existing and planned; and to provide for proper physical and legal access, including all necessary easements, the dedication of land for roadways, and public utility easements and the improvement of roads.

(h) To protect and preserve the value of land and buildings throughout Campbell County.

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(i) To minimize the conflicts among the uses of land and buildings, and safeguard the interests of the public, the landowner, and prospective lot purchasers.

1.4 Subdivision Permit Required

No person shall ~~subdivide land or commence the physical layout or construction of a subdivision~~ sell land subject to subdivision regulation, record a plat or commence construction of a subdivision without first obtaining a subdivision permit from the Board. Such subdivision permit shall be constituted by the Board's certificate of approval on the subdivision plat.

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SECTION 2. DEFINITIONS

As used in this Chapter

(a) "Administrative Plat" means the adjusting or removal of interior lot lines between 5 or fewer lots, with review and consideration for approval conducted by County staff.

(b) "Alley" means a public thoroughfare which affords a secondary means of access to abutting property.

(c) "Applicable Director" means the Director of Public Works, Planner and Zoning Administrator, Building Code Official or any designee for these positions.

(d) "Associated Entities" means any foundation, association, corporation, LLC, partnership or any individual, person(s), or group that was established or is controlled by the Ssubdivider or developer, or any of the above entities which the Ssubdivider or developer holds any relevant financial interest or is entitled to any relevant power.

(e) "Block" means a piece or parcel of land entirely surrounded by public highway, streets, streams, railroad rights-of-way, parks, etc., or a combination thereof.

(f) "Board" means the Campbell County Board of County Commissioners.

(g) "Commercial Use" means occupied building space or property used for any wholesale, retail, or service business activity established to carry on trade for profit, or parcels zoned for commercial use (i.e., C-O, C-1, C-3, etc., as defined by the Campbell County Zoning Regulations, Chapter 7 of Campbell County Rules and Regulations).

(h) "Commission" means the Campbell County Planning Commission.

(i) "Consent to Subdivide" means a recordable document wherein the holder of an interest in the property to be subdivided provides consent to the subdivision and/or plat of the subject property.

(j) "County" means Campbell County, Wyoming.

(k) "Cul-de-sac" means a street or road having one end connecting with another street or road and being terminated at its other end by a vehicle turnaround.

(l) "Department" means the Campbell County Department of Public Works.

(m) "DEQ" means the Wyoming Department of Environmental Quality.

(n) "Designated Service Area" means the area intended to be served by regional water as defined by Exhibit C of the Gillette Regional Water Supply System Joint Powers Agreement.

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(o) "Disposal system" means a system for disposing of wastes, either by surface or underground methods, including sewerage systems, treatment works, disposal wells, and absorption field.

(p) "Dwelling unit" means any structure or part thereof, designed to be occupied as the living quarters of a single family or housekeeping unit.

(q) "Easement" means an authorization by a property owner for another to use the O~~o~~wner's property for a specified purpose.

(r) "Encumbrance" means a mortgage, lien, charge or liability attached to and binding upon real property, including easements, rights-of-way and delinquent taxes and assessment.

(s) "Engineer" means a professional engineer licensed with the State of Wyoming Board of Professional Engineers and Professional Land Surveyors.

(t) "Gillette Regional Water Supply System Joint Powers Agreement" means the joint powers agreement entered into between the City of Gillette and Campbell County on January 4, 2011 for the provision of regional water services.

(u) "Grantee" means the person or entity who buys or otherwise receives the title to or possession of the parcel which has been segregated from the original tract.

(v) "Grantor" means the person(s), individual(s) or entity who sells, rents, leases or otherwise conveys the title to or possession of the parcel which has been segregated from the original tract.

(w) "High Density Residential" means land uses with multi-family residential housing, or parcels zoned for high density residential use (i.e., R-3, R-4, etc., as defined in the Campbell County Zoning Regulations, Chapter 7 of the Campbell County Rules and Regulations).

(x) "Improvements" means roads, ditches, culverts, pavements, curbs, gutters, sidewalks, water mains, sanitary sewers, storm sewers, utility lines, grading, landscaping, street signs, structures and other items for the welfare of the property owners and the general public.

(y) "Industrial Use" means occupied building space or property used for manufacturing or assembly of products and/or other basic and primary industries, or parcels zoned for industrial use (i.e., I-1, I-2, etc., as defined in the Campbell County Zoning Regulations, Chapter 7 of the Campbell County Rules and Regulations).

(z) "Joint Development Review Area Agreement (JDRAA)" means the agreement signed between the City of Gillette and Campbell County relating to development review within the Joint Review Area.

(aa) "~~Joint Planning Boundary~~Joint Review Area" means the ~~one~~ one-half mile radius surrounding the corporate limits of the City of Gillette and the Town of Wright, where

joint review and approval of subdivisions is required, per W.S. 18-5-308(b) and W.S. 34-12-103.

(bb) "Lot" means a numbered or otherwise defined parcel of land intended as a unit for transfer of ownership or for development.

(cc) "Owner" means any person having a legal or equitable interest in land.

~~(dd) "Permanent Monument" means any masonry and/or metal structure permanently placed on or in the ground, including those expressly placed for surveying reference.~~

~~(ee)~~(dd) "Plat, Final" means the drawing or drawings and specific supporting materials showing the subdivider's plan for a subdivision prepared and submitted in accordance with the requirements of this Chapter to be recorded with the Campbell County Clerk.

~~(ff)~~(ee) " Plat, Preliminary" means the map or maps of a proposed subdivision and specified supporting materials, drawn and submitted in accordance with the requirements of this Chapter, to permit the evaluation of the proposal prior to detailed engineering and design.

~~(gg)~~(ff) "Public Land Survey System" means a survey method used to survey and identify land parcels. The basic units are Principle Meridian, Township, Range, Section and aliquot parts. These surveys shall conform to the 1973 Manual of Surveying Instructions issued by the Bureau of Land Management.

~~(hh)~~(gg) "Publisher's Affidavit" means a notarized statement confirming notice by publication was given as required.

~~(ii)~~(hh) "Residential Use" means lands, buildings or structures or portions thereof used, or designed or intended for use as a home or residence.

~~(jj)~~(ii) "Re-subdivision" means any amendment to a recorded subdivision plat including the re-division of any lots, tracts or parcels, or the relocation or addition of roads within a subdivision.

~~(kk)~~(jj) "Right-of-Way" means a strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, walkway, water line, sanitary sewer, electric line, gas line or other public utility or facility.

~~(ll)~~(kk) "Sell" means sale, contract to sell, lease, assignment, auction, award by lottery or any offer or solicitation of any offer to do any of the foregoing, concerning a subdivision or any part of a subdivision.

~~(mm)~~(ll) "Shared Water Well" means a water well permitted through the State Engineers office that provides water to ~~up to 3~~multiple parcels. A shared well is not considered a centralized water system.

~~(nn)~~(mm)Small Wastewater System" means any sewerage system, disposal system or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single residential unit serving no more than 4 families or which treats and disposes of 2,000 gallons or less of domestic sewage per day.

~~(oo)~~(nn) "Street, A~~a~~rterial" means a street of considerable continuity and traffic carrying capacity connecting various parts of the County.

~~(pp)~~(oo) "Street, C~~c~~ollector" means a street which collects traffic from local neighborhood streets and carries it to a major street or highway.

~~(qq)~~(pp) "Street, L~~l~~ocal" means a street which affords primary access to abutting private property.

~~(rr)~~(qq) "Subdivider" means any person who lays out any subdivision or parts thereof either for the account of the subdivider or others.

~~(ss)~~(rr) "Subdivision" means the creation or division of a lot, tract, parcel or other unit of land for the immediate or future purpose of sale, building development or re-development, for R~~r~~esidential, recreational, I~~i~~ndustrial, C~~c~~ommercial or public uses. The word "subdivide" or any derivative thereof shall have reference to the term S~~s~~ubdivision, including mobile home courts, the creation of which constitutes a subdivision of land. The lease of land for agricultural, utility or temporary purposes does not constitute a S~~s~~ubdivision.

~~(tt)~~(ss) "Subdivision, Major" means the subdivision of one parcel into 6 or more lots; or the subdivision of one parcel into any number of lots that are smaller than 5 acres.

~~(uu)~~(tt) "Subdivision, Minor" means the subdivision of one parcel into 5 or fewer lots, all greater than 5 acres in size and not classified as a simple subdivision.

~~(vv)~~(uu) "Subdivision, Simple" means the subdivision of one parcel into 2 lots, both of which are at least 10 acres in size and not part of a previously platted S~~s~~ubdivision.

~~(ww)~~(vv) "Surveyor" means a professional land surveyor licensed with the Wyoming State Board of Registration for Professional Engineers and Professional Land Surveyors.

~~(xx)~~(ww) "Water System, Centralized" means a system that provides water to all of the lots in a S~~s~~ubdivision via distribution pipelines within rights-of-way or easements, with services to each lot. A community water system and a public water system are both considered centralized water systems.

~~(yy) "Water System, Community" means a water supply system that has no more than 9 service connections and serves fewer than 25 individuals with water for human consumption, which is permitted through the Campbell County Public Works Department pursuant to Chapter 4, Rules Regulating Construction.~~

~~(zz)~~(xx) "Water System, Public" means a system that serves at least 25 people with water for human consumption for at least 60 days a year. These systems qualify as Public Water

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Systems per the US Environmental Protection Agency. Requirements related to them are found in Wyoming DEQ Water Quality Rules and Regulations, Chapter 12.

~~(aaa)~~(yy) "WYDOT" means Wyoming Department of Transportation.

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SECTION 3. APPLICABILITY AND EXEMPTIONS.

3.1 Applicability.

This Chapter shall apply to all of the unincorporated lands within Campbell County, Wyoming.

(a) All parcels of land laid out in a Ssubdivision, as defined in this Chapter, and the streets or other portions of the Ssubdivision intended to be dedicated pursuant to this Chapter, shall be submitted in the form of a subdivision plat or plats in accordance with this Chapter.

(b) None of the provisions of this Chapter shall be construed to require replatting in any case where plats have been made and legally recorded pursuant to any regulations previously in force; and all plats filed for record and not subsequently vacated are hereby declared valid, notwithstanding the fact that the procedures or the manner and form of acknowledgment may have been different than those prescribed by this Chapter.

3.2 Exemptions from Provisions.

Unless the method of sale or other disposition is adopted for the purpose of evading the provisions of this Chapter, this Chapter shall not apply to the subdivisions of land specified in W.S. 18-5-303; however, the subdivisions are subject to requirements specified in Section 3.3, Statutory Exemptions which have been adopted by the Board regarding documentation of the proper use and implementation of the exemptions.

3.3 Statutory Exemptions.

(a) Any person seeking exemption from this Chapter shall furnish evidence of entitlement to the claimed exemption. The landowner shall sign a statement conforming to Appendix ~~16~~17, Affidavit for Sale or Transfer of Real Property. The Affidavit is intended to provide all the evidence required by this Chapter. The Affidavit shall be recorded with all documents creating the parcels subject to the exemption.

(b) The following outlines the procedures which shall be followed for each type of exemption allowed pursuant to W.S. 18-5-303.

(i) Exemption as a single gift or sale to a member of the immediate family. The proper use ~~of the exemption of a single gift or sale to each member of the immediate family~~ is to convey one parcel of land to a member of the landowner's immediate family, as defined in §18-5-303 for the benefit of the grantee for housing, business or agricultural needs.

(A) The minimum lot size that can be created is 5 acres.

(B) A deed transferring the property to the grantee must be recorded along with the recording of the survey.

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~~(B)~~(C) The land shall have been titled in the name of the grantor, or in the name of a trust controlled by the grantor, for a combined period of not less than ten (10) years prior to the division and parcels created under this paragraph shall be titled in the name of the immediate family member for whom the division is made for a period of not less than five (5) years unless such parcels are subject to involuntary transfer including, but not limited to, foreclosure, death, judicial sale, condemnation or bankruptcy;

~~(C)~~(D) A proposed division of land as a family transfer may be declared to be an evasion of the Chapter if it is determined by the Applicable Director that one or more of the following conditions exist:

(I) The proposed new parcel would result in a pattern of development.

(II) The division is made for the purpose of speculation by the grantor or for resale for the benefit of the grantor by transferring title to the grantee who has no real interest or participation but is merely a passive stand-in for a real participant who secretly controls activities.

(III) The transfer is the second or subsequent family transfer of property owned by the grantor to the same member of the immediate family.

~~(D)~~(ii) Parcels created by any court of the state of Wyoming pursuant to the law of eminent domain, by operation of law or by order of any court in the state of Wyoming.

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~~(I)~~(A) A survey or any documents recorded must be accompanied by a copy of the court order.

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~~(II)~~(B) Before a court of record orders a division of land, the court shall notify the Board of Commissioners of the pending division and allow the County to~~he~~ present written comment on the division.

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~~(ii)~~(iii) Parcels created by a lien, mortgage deed of trust or any other security instrument, easements and rights-of-way.

~~(iii)~~(iv) Lands located within incorporated cities or towns.

~~(iv)~~(v) Parcels created by the sale or other disposition of land to the state of Wyoming or any political subdivision thereof.

~~(v)~~(vi) Railroad rights-of-way.

~~(vi)~~(vii) Sale or other disposition of land for agricultural purposes or affects the alignment of property lines for agricultural purposes.

(A) The purpose of this exemption is to allow a landowner to create a parcel to be used for agricultural uses as defined in Chapter 7, Campbell County

Zoning Regulations. Residential, Ccommercial or Iindustrial buildings may not be built on the parcel.

~~(vii)~~(viii)Parcels created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.

(A) For boundary line adjustments, a Certificate of Survey showing the relocation of the common boundary lines must be accompanied by a quit claim or warranty deed.

(B) For land mergers, the grantee must record a separate quit claim deed, along with a Certificate of Survey, for the previously existing and the newly described parcel(s), described as one tract of land.

~~(viii)~~(ix) Cemetery lots.

(A) All survey plats for cemetery lots shall conform to the requirements of ~~be reviewed and approved by the Campbell County Cemetery District, per~~ W.S. 35-8-101 thru 105.

~~(A)~~(B) All survey plats for cemetery lots shall be reviewed by the Planning Department prior to recording. The Campbell County Cemetery District shall review all cemetery plats within the District boundaries.

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~~(ix)~~(x) A parcel created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this subsection as only one interest.

~~(x)~~(xi) Sale or other disposition of land where the parcels involved are 35 acres or larger, subject to the requirement that ingress and egress and utility easements shall be provided to each parcel by binding and recordable easements of not less than 40 feet in width to a public road unless specifically waived by the grantee or transferee in a binding and recordable document.

SECTION 4. ADMINISTRATION & ENFORCEMENT

4.1 Administration

(a) No final plat of a subdivision shall be approved by the Commission or by the Board, unless it conforms to the provisions of this Chapter.

(b) The regulations of this Chapter are minimum standards. Additional administrative standards may be required by the Applicable Director, the ~~Commission~~Commission, or the Board.

(c) These regulations shall be administered by the Department.

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(d) All materials required to be submitted by these regulations shall be provided to the Department. The number and format of the required materials shall be determined by the Department.

(e) All plats submitted to the Board shall first have been examined by the Commission in accordance with the procedures established by this Chapter.

(f) The Department, Commission and the Board shall be guided by the procedures and schedules hereinafter set forth.

(g) Pursuant to the provisions of W.S. 34-12-103, when any part of a subdivision lies outside the limits of an incorporated city or town but within ~~one mile~~one-half mile of the boundary of an incorporated city or town, that subdivision shall be ~~approved~~ reviewed by ~~both the Board and~~ the governing body of the city or town before the plat shall be approved by the Board and filed by the County Clerk.

4.2 Appeals

(a) Any applicant aggrieved by the action of the Commission or the Department in their administration of this Chapter may request an appeal before the Board.

(i) The written request shall be submitted within 30 days of the action ~~appealed, and~~appealed and shall state the specific relief which the applicant or landowner seeks. Within 30 days of receipt of such request, the Board shall hold an appeal to determine the proper application of this Chapter.

(ii) At the appeal, the Board shall consider not only the applicant's appeal but also the written or verbal comments of the Commission, and any agency or person and note the decision in its record of the appeal. The applicant or landowner may then proceed with the process to subdivide his land based upon the decision of the Board. This decision shall be binding upon all agencies and administrative personnel of Campbell County.

(b) Any applicant aggrieved by the action of the Board in its administration of the provisions of this Chapter may seek judicial review in accordance with the Wyoming Administrative Procedures Act and the Wyoming Rules of Civil Procedure.

4.3 Variances

(a) The applicant may request a variance from the design standards and infrastructure requirements of Section 7, Subdivision Design Standards. The Board may approve a variance when it finds that all of the following conditions are met:

(i) The variance will not be detrimental to the public health, safety or general welfare or injurious to other adjoining properties.

(ii) Due to the physical surroundings, shape or topographical conditions of the property involved, strict compliance with the regulations will impose an undue

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hardship on the owner. Undue hardship does not include personal or financial hardship, or any hardship that is self-imposed.

(iii) Any variance granted shall constitute the minimum adjustment necessary to alleviate the hardship.

(iv) The variance will not cause a substantial increase in public costs, now or in the future.

(v) The variance will not result in a subdivision that conflicts with any adopted Comprehensive Plan, Land Use Map or Zoning Regulations.

(vi) The variance is consistent with the surrounding community character of the area.

(vii) The variance is consistent with the intent and purposes of this Chapter.

(b) All requests for variances shall be submitted in writing and will be referred to the Commission for comment and recommendations prior to any action being taken by the Board. The findings and actions of the Board with respect to each variance request shall be stated in writing in the minutes of the Board and a copy thereof provided to the Department. In granting approval, the Board may require such conditions which will ensure substantial compliance with the objectives and standards of these regulations

(c) An application for a variance shall be submitted after the application and plat, if required, for which the variance is sought has been reviewed and acted upon by the Commission. The provisions of any variance granted by the Board shall be incorporated into the subdivision plat or relevant document.

4.4 Permission to Enter

The Department, the Commission, Board or its designated agent(s) may visit the property to investigate, examine and evaluate the site of the proposed subdivision, once application has been made; and to subsequently monitor compliance with any conditions, throughout the subdivision process.

4.5 Surveyor, Engineer

All plats, survey plans and similar ~~and~~ accompanying documents shall be prepared by a Licensed Surveyor. All engineering plans, reports, specifications and similar accompanying documents shall be prepared by a Licensed Engineer. ~~, as defined in Section 2, Definitions. If subdivisions include engineering plans, reports and specifications, all materials submitted will require certification from an Engineer, as defined in Section 2, Definitions. Engineering and survey plans, specifications and reports required in connection with improvements and other elements of the subdivision required by this Chapter must be prepared by a licensed engineer or surveyor as their respective licensing laws allow.~~

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4.6 Application Fees and Deadlines

(a) All application fees will be due at the time of the subdivision application. The fee schedule and application deadlines will be reviewed as needed by the Commission and set by the Board. All of the following apply:

(i) No application fees will be refunded once an application has been deemed sufficient.

(ii) The applicant shall submit to the Department, a check payable to the County Clerk for the recording fee for any documents to file with the County Clerk in the amount determined by the County Clerk.

(iii) Application submittal deadlines will be scheduled by the Department and posted annually. Application submittals will be logged into the Department as the date of scheduled deadline for review and processing.

4.7 Penalties

Any person who willfully violates any provision of this Chapter and any person who, as an agent for a subdivider, developer or Oowner of subdivided lands, offers for sale, rent or lease any subdivided lands or subdivisions without first complying with the provisions of these regulations shall, upon conviction, be fined not more than $500.00 or be imprisoned in a county jail for not more than 30 days or be punished by both fine and imprisonment. Each day of violation constitutes a new offense.

SECTION 5. MODIFICATION OF RECORDED PLATS

5.1 Vacation of Plats

(a) Any plat may be vacated per Wyoming Statutes § 34-12-106 through § 34-12-110 at any time before the sale of lots by making application to the Commission, provided that the vacation of the Ssubdivision will not interfere with sound and proper development nor deny public access to adjacent property, utilities or other improvements. The effect of the vacation shall be to divest all public rights in the streets, alleys, commons, and public ground laid out or described in such plat. In cases where any lots have been sold, the plat may be vacated provided all the owners of the lots in such plat join in the application to vacate.

(b) Streets and alleys platted and laid out under the provisions of this Chapter or laid out under any prior law of the State of Wyoming regulating private plats may be altered or vacated in the manner provided by law for the alteration and discontinuance of highways.

(c) Any part of a plat may be vacated under the provisions and subject to the conditions of this Chapter provided such vacating does not abridge or destroy any of the rights and privileges of other proprietors in the plat and provided, further, that nothing contained in

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this Section shall authorize the closing or obstruction of any public highways laid out according to law.

(d) When any part of a plat shall be vacated as aforesaid, the proprietors of the lots so vacated may enclose the streets, alleys, and public grounds adjoining lots in equal proportions.

(e) The County Clerk shall write in plain, legible letters across that part of the plat so vacated, the word "vacated" and also make a reference on the same to the volume and page in which the instrument of vacation is recorded.

(f) Land covered by a vacated plat may be subdivided pursuant to this Chapter. Any later subdivision of an area already platted and not vacated shall be construed to be a request for the vacation of the original plat or portion thereof. Any such plat, once approved and recorded, shall act to vacate the original plat which it replaces.

5.2 Amending Recorded Plats

(a) Minor amendments which are filed with the County Clerk to correct minor survey or drafting errors in a recorded plat shall be prepared in the form of an affidavit or, where deemed necessary for clarity, a revised plat certified by a Surveyor. All affidavits or corrected plats may be reviewed by staff as Administrative Plats, or elevated by the Applicable Director ~~shall be submitted~~ to the Board for approval.

(b) Amendments to a recorded plat which do not increase the number of lots, or relocate or add roads, shall be submitted as an Amended Final Plat. The Amended Final Plat shall be prepared and submitted in compliance with the Final Plat requirements of this Chapter.

5.3 Re-Subdivision

(a) Any amendment to a recorded plat including the re-division of any lots, tracts, or parcels, the adjustment or modification of any lot lines, or the relocation or addition of roads within a subdivision shall be considered a re-subdivision.

(b) All re-subdivisions require a subdivision permit pursuant to this Chapter. Application for re-subdivision shall be prepared and submitted in accordance with the requirements of Section 5.4, Administrative Plats; or if the application is not eligible to be processed as an Administrative Plat, then the application shall be processed as a Minor or Major Subdivision in accordance with Section 6, Plat Application and Review Procedures.

(c) The relocation or addition of roads within a subdivision or the re-subdivision of any lots, tracts or parcels which would change the classification of the subdivision from a lower density group to a higher density group according to Appendix 1, Major Subdivision Improvement Chart, will be allowed only if the required public improvements in accordance with Appendix 1 are provided.

5.4 Administrative Plats

(a) Administrative Plat procedures may be used to adjust or remove an interior lot line between 2 and up to 5 lots, with the total of resulting lots being no more than 5; or to combine 2 lots into one lot, provided the following conditions are met:

(i) The lots involved must be designated within the same or lower density group than the original lots, in accordance with Appendix 1, Major Subdivision Improvement Chart.

(ii) The final number of lots is less than or equal to the original number of lots.

(iii) Application shall be made by all property Oowners of all land involved.

(iv) All lots must be within the same platted Ssubdivision.

(v) The property is served by existing facilities and infrastructure improvements which are adequate to serve the subdivision's needs. The applicant shall provide a statement from an Engineer attesting to this. Specifically, the statement shall address the adequacy of roads and streets, utilities, and facilities for drainage, sewage treatment, water supply and fire safety.

(b) It is the responsibility of the applicant to request a determination from the Department if the proposed lot line adjustment meets the requirements for an Administrative Plat.

(c) Unless the area being subdivided is currently zoned in accordance with the intended use, the applicant shall obtain the appropriate zoning to be eligible to receive a subdivision permit for an Administrative Plat.

(d) The applicant shall file an application for subdivision and shall include the supporting documents required for Administrative Plats as shown in Appendix 2, Plat and Application Requirements Checklist.

(e) No public notice or hearing is required for an Administrative Plat.

(f) DEQ Chapter 23 review is not required for an Administrative Plat, provided the applicant has provided the statement described in Section 5.4(a)(v).

(g) After the application is filed, an internal Department review will be conducted. The Department will present the applicant with the results of the review at a meeting, which the applicant or their agent is required to attend. At the meeting, the Department will either:

(i) Approve the Administrative Plat. Such approval shall be denoted by a Certificate of Approval which shall be shown on the plat; or

(ii) Conditionally approve the Administrative Plat and provide the applicant with any required changes, additions or conditions of approval; or

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(iii) Require the application to proceed through the Minor or Major Subdivision process. If the subdivision complies with the conditions of a Minor Subdivision application, it shall be processed as a Minor Subdivision. Otherwise, the proposed subdivision shall be deemed a Major Subdivision and shall be processed as a Major Subdivision; or

(iv) Deny the Administrative Plat.

(h) If the applicant contends that the Department's decision on the Administrative Plat was wrongful, the applicant may request a hearing before the Board of Commissioners, pursuant to Section 4.2, Appeals. The request shall be filed in writing within 30 days of the meeting at which the Administrative Plat was acted upon.

(i) A signed and recordable Administrative Plat shall be submitted to the Department within 60 days of the approval of the plat. The Applicable Director may grant a 60 day extension due to a demonstrated hardship if a written request is submitted prior to the expiration of the initial 60 day period. If the request is not received within the 60-day period, then the plat is deemed null and void and the applicant shall be notified ~~that the plat is null and void.~~as such.

(j) Following approval of an Administrative Plat and delivery of a recordable plat, the Department shall file the plat with the Campbell County Clerk and Recorder. It is the applicant's responsibility to ensure that the plat contents meet all the requirements for filing under State Statutes with the County Clerk and Recorder. The Administrative Plat shall also contain a signature line for the Campbell County Clerk and Recorder.

SECTION 6. PLAT APPLICATION AND REVIEW PROCEDURES

6.1 Types of Subdivisions

Before any land is subdivided, the applicant shall apply for and secure approval of the proposed subdivision in following the procedures specified in this Section. The procedures for making an application and for review and approval of the application, generally described below, are different for the various types of subdivisions:

(a) Simple Subdivision is for the division of one parcel, of at least 35 acres in size and not part of previously platted subdivision, into 2 parcels, both of which are at least 10 acres in size. Simple Subdivisions require a Record of Survey instead of a subdivision plat. Engineering reports are not required. Installation of water, sewer or road infrastructure is not required.

(b) Minor Subdivision is for the division of land into 5 or fewer parcels, all greater than 5 acres in size. ~~Minor Subdivisions do not require a Chapter 23 DEQ Review. Review for the safety and adequacy of the proposed water and sewer systems will be conducted by the Department.~~ A Preliminary Plat is not required for a Minor Subdivision; only Final Plat is required. Engineering reports addressing water, sewer, drainage and soils are required. All infrastructure is required to be installed to the furthest subdivision boundary.

(c) Major Subdivision is for the division of land into 6 or more parcels or when any of the parcels are less than 5 acres in size. Major Subdivisions required both a Preliminary Plat and a Final Plat. ~~A Chapter 23 DEQ Review is also required.~~Engineering reports addressing water and sewer are required, as well as a Wyoming Department of Environmental Quality review, as described in Section 6.11. All infrastructure is required to be installed to the further subdivision boundary.

(d) The Plat and Application Review Procedures of this Section apply to the various types of subdivisions as follow:

6.2, Submission Dates: applies to all subdivision types.

6.3, Optional Pre-Application Meeting: applies to all subdivision types.

6.4, Optional Sketch Plan Review: applies to Major Subdivision Preliminary Plats only.

6.5, Application Submission Procedure: applies to all subdivision types.

6.6, Public Agency and Utility Review: applies to Minor Subdivision Final Plats and Major Subdivision Preliminary Plats only.

6.7, Plat Review Procedure: applies to all subdivision types.

6.8, Simple Subdivisions: applies to Simple Subdivisions only.

6.9, Minor Subdivisions: applies to Minor Subdivision Final Plats only.

6.10, Major Subdivisions: applies to Major Subdivisions Preliminary and Final Plats only.

6.11, Wyoming DEQ Review: applies to Major Subdivision Preliminary Plats only.

(e) See Appendix 4, Subdivision Process Flow Charts, for graphic representations of the different S~~s~~ubdivision review processes and timelines.

6.2 Submission Dates

(a) The subdivision application, complete with all required information, shall be submitted to the Department by 5 P.M. on the second Thursday of the month prior to the regular Commission meeting at which the Commission will first consider it.

(b) To schedule an application for action by the Board, the applicant shall first comply with all conditions of approval specified by the Commission during its review. The applicant shall provide 2 ~~weeks notice~~weeks' notice to the Department for the application to be placed on the Board's regularly scheduled agenda.

(c) A pre-determined schedule of all Commission and Department review dates is published at the beginning of each calendar year on the Department's website. Applicants should consult the review calendars for the plat submittal schedule.

6.3 Optional Pre-Application Meeting

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Pre-Application Meetings are optional, but highly encouraged. At the applicant's request, the Department will hold a Pre-Application Meeting with the applicant to explain the subdivision application and review process and answer any preliminary questions.

6.4 Optional Sketch Plat Review

(a) Sketch Plats are optional and may be used for Major Subdivisions only. The applicant may elect to submit a sketch plat of a proposed subdivision to the Commission prior to submitting a Major Subdivision Preliminary Plat.

(b) The purpose of the sketch plat procedure is to identify any problems or concerns with the proposed development before expenses are incurred in the preparation of a Major Subdivision Preliminary Plat. No official action is required of the Commission or the Department other than to offer comments on the proposal.

(c) The Commission shall review the sketch plat for conformance with general planning, engineering, and public improvement requirements as presented in this Chapter and with any special requirements the Commission may deem necessary. Commission and Department shall provide their comments to the applicant within 14 days after the meeting at which they reviewed the Sketch Plat.

(d) Sketch Plan applications shall include all the items specified in Appendix 5, Sketch Plat Application Requirements.

6.5 Application Submission Procedures

(a) The application submission procedures of this Section shall apply to all Ssubdivision types including Simple Subdivisions, Minor Subdivisions Final Plats, Major Subdivision Preliminary Plats and Major Subdivision Final Plats.

(b) The applicant shall submit to the Department, an application for subdivision permit containing all of the following materials:

(i) A completed, original copy of the Subdivision Application Form and all related information required in accordance with Appendix 2, Plat and Application Requirements Checklist.

(ii) The required application fee.

(iii) Such additional relevant and reasonable information as the Department may require to adequately assess whether the proposed subdivision complies with this Chapter and applicable State Statutes.

(c) The Department shall review the application for sufficiency using the following procedure:

(i) Within 5 working days of the date of submittal, the Department shall determine whether the subdivision application and supporting information required is adequate and shall notify the applicant whether:

(A) The application information is sufficient to continue review and processing; or

(B) The information is not sufficient to allow for review. The Department shall identify the insufficient information in its notification and no further action shall be taken on the application until all material is resubmitted and determined to be sufficient.

(I) The applicant shall correct the deficiencies within 7 days from the date of the insufficiency letter. If the applicant corrects the deficiencies the Department shall continue with processing of the submittal.

(II) If the deficiencies are not corrected within 7 days following the date of the insufficiency letter the Department shall terminate the application.

(C) A determination that an application contains sufficient information for review does not ensure that the proposed subdivision will be approved or conditionally approved by the Commission or Board and does not limit the ability of the Department, the Commission, or the Board to request additional information during the review process.

6.6 Public Agency and Utility Review

(a) For all Minor Subdivision Final Plats and Major Subdivision Preliminary Plats, the Department shall distribute copies of the application as provided by the applicant to the following public and private agencies for review:

(i) School District.

(ii) Soil Conservation District.

(iii) Fire Department.

(iv) Parks and Recreation Department.

(v) Hospital District.

(vi) Game and Fish Department.

(vii) Wyoming Department of Transportation.

(viii) Any Service or Improvement District.

(ix) When applicable, utility and communication companies.

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(x) When applicable, Wyoming Geological Survey for an evaluation of the geologic factors which would have a significant impact on the proposed use of the land.

(xi) When applicable, State Engineer for an opinion regarding the effects on decreed water rights, historic use of an estimated water yield to supply the proposed development, conditions associated with the water supply evidence, and the cumulative effect of on-lot wells on existing water rights, wells, and formation potentials.

(b) Agencies receiving copies of the Plat should return written comments regarding the proposed subdivision to the Department prior to the Commission meeting at which the Plat will be considered or may present comments on the Plat at the Commission meeting at which the Plat is considered.

6.7 Plat Review Procedures

The following plat review procedures apply to Simple Subdivisions, Minor Subdivision Final Plats, Major Subdivision Preliminary and Final Plats.

(a) At least 7 days prior to the date of the Commission meeting at which a Plat is to be considered, the Department shall notify adjacent landowners, from address information provided by the applicant, of the time and date of the meeting.

(b) The Department shall combine other agency comments and its own and provide them for review at a regular meeting of the Commission. The applicant and all other interested or affected parties shall be allowed and are encouraged to comment on the Plat at the Commission meeting.

(c) ~~Per statute, all~~All proposed subdivisions within ~~one mile~~one-half mile of an incorporated city or town shall be ~~approved~~ reviewed by said governing body, per the Joint Development Review Area Agreement (JDRAA). At the time of application submittal, a copy of the plat and all application materials shall be sent by the applicant to any incorporated community within ~~one mile~~ one-half mile of the location of the plat, for ~~action~~ review by the governing body of the affected community, per the JDRAA. ~~.~~ The recommendations of the Commission shall also be forwarded by the Department to the incorporated community.

~~(i) Action by the governing body of the affected community shall be taken and made known before the Board acts upon the subdivision plat. Approval by the governing body of the affected community shall be duly noted on the face of the plat which is to be recorded.~~

(d) The Commission shall review the application and render a recommendation to the Board to approve, approve with conditions, ~~deny~~deny, or table the plat to a specific future meeting date. The Commission shall ~~only recommend approval for those plats found to be~~make its recommendations in accordance with the intent, standards, and criteria specified in this Chapter. The Commission shall notify the applicant of its decision in writing within 10 days after the Commission meeting.

(e) If the Plat is denied or tabled, the Commission shall specify conditions under which the Plat may gain reconsideration.

(f) If the applicant is aggrieved by the action by the Commission on the plat, he may, in writing, request a hearing before the Board according to the provisions of Section 4.2, Appeals.

(g) Approval of the Plat either by the Commission or, upon appeal, by the Board, shall be effective for one year from the date of approval.

(i) If conditions of approval are not met or a recordable plat is not submitted for Board approval within the stated time limit or any extension thereof granted by the Commission, the subdivision application must again be submitted for approval before action may be taken on the application.

(h) If the plat is approved by the Commission, the original mylar of the Plat shall be held by the Department until all required conditions of approval are satisfied. If the plat is disapproved by the Commission, the applicant may appeal the decision to the Board as provided by Section 4.2, Appeals.

(i) All permits to construct improvements shall be issued prior to the plat being forwarded to the Board, with the understanding that any improvements are done at the developer's risk prior to Board approval of the plat.

(j) Once all Commission required conditions of approval are satisfied, the applicant must give the Department 2 ~~weeks notice~~weeks' notice for the plat to be placed on the Board's regularly scheduled agenda. ~~The plat shall not go before the Board prior to all permits to construct improvements are issued.~~ The Board shall then either approve as submitted or disapprove the subdivision plat.

(k) The applicant shall submit the recording fee to the Department before the plat is submitted for approval by the Board. The Department shall deliver the applicant's recording fee and the executed plat to the County Clerk for filing.

6.8 Simple Subdivisions

The following additional requirements apply to Simple Subdivisions:

(a) A Simple Subdivision is a one-time division of one parcel, at least 35 acres in size and not part of a previously platted subdivision, into 2 parcels. Each resulting parcel must be 10 acres or greater in size.

(b) A Simple Subdivision may not be utilized if the parcel proposed for subdivision is:

(i) A parcel created through the Simple Subdivision process; or

(ii) A parcel created through the Aliquot Parcel process as provided for by Subdivision Regulations in effect from August 15, 2002 until ~~the effective date of this Chapter~~August 15, 2016; or

(iii) A parcel that is adjacent, or in close proximity, to a previously recorded Simple Subdivision or Aliquot Parcel developed by the same O~~o~~wner or A~~a~~ssociated E~~e~~ntities.

(c) The following are the requirements that must be met in order for a subdivision to qualify for the Simple Subdivision process:

(i) All lots shall have legal access to a public street. The applicant shall provide a copy of a recorded access and utility easement(s) identified by book and page, not less than 40 feet in width, running to and for the benefit of both resulting parcels, which provides direct access to a publicly dedicated right-of-way.

(ii) The lot size shall comply with any applicable zoning regulations.

(A) If the parcel proposed for subdivision is within the ~~Joint Planning Boundary~~Joint Review Area, then ~~a Zoning Application shall be required with subdivision submittal.~~the applicant shall file a request for, and obtain, the appropriate zoning.

(iii) The subdivision is consistent with Campbell County's Comprehensive Land Use Plan and the Campbell County Zoning Regulations.

(iv) The subdivision is compatible with the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety or welfare of the inhabitants of the area and the county.

(d) Survey Requirements: A Record of Survey shall accompany or be referenced by all deeds recorded in the Office of the Campbell County Clerk that create a Simple Subdivision. The Record of Survey shall include the following:

(i) Location – section, township, range, principal meridian, county and state.

(ii) North Arrow.

(iii) Monuments found and set.

(iv) Basis of Bearings.

(v) When applicable, section, quarter and sixteenth lines shall be shown and labeled.

(vi) Lot lines for the subject parcel and the two resulting units along with their sizes in acres.

(vii) All easements of record located on the subject parcel and their book and page.

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(viii) The access and utility easements running to both resulting units, and book and page of easements, when applicable.

(e) Supplemental Requirements: Applicants for Simple Subdivision approval shall provide the following supplemental items as part of their application

(i) A ~~S~~site p~~P~~lan for the purpose of review containing the following:

(A) Dimensions and acreage of the proposed parcels, drawn to scale and clearly dimensioned, showing the use(s) and existing structure(s). Indicate the location of natural or manmade features such as drainage ways, streams, roads, buildings, etc. on, or immediately adjacent to~~,~~ the site.

(B) Topography on 5' contour intervals or obtained from the U.S.G.S. mapping surveys.

(C) Specify the location and size of the existing or proposed potable water supply, waste water disposal system either on-site or public, and utility lines within and immediately adjacent to the proposed subdivision.

(ii) A f~~F~~ull t~~T~~itle r~~R~~eport completed within the previous 3 months.

(iii) Consent to Subdivide signed by any/all Owner(s), m~~M~~ortgagees, or l~~L~~ien holders. The Consent to Subdivide may be placed on the face of the plat or prepared as a separate document. The document shall be written in a recordable format acceptable to the County Clerk's Office.

(iv) Copy of the Publisher's Affidavit (see Appendix 6, Example Publisher's Affidavit).

(v) ~~WYDOT approach permit~~Approach permit from the controlling jurisdiction (City, County or WYDOT), if applicable.

(vi) A copy of the deed by which the applicant took title to the parcel.

(vii) A copy of existing or proposed covenants.

6.9 Minor Subdivisions

The following additional requirements apply to Minor Subdivisions:

(a) The Minor Subdivision process may be utilized for subdivisions consisting of 5 parcels or less, all greater than 5 acres in size, provided the Department finds that there are no grounds to consider the subdivision a Major Subdivision.

(b) The Minor Subdivision process may not be utilized if the parcel proposed for S~~s~~ubdivision is adjacent, or in close proximity, to a previously platted M~~m~~inor S~~s~~ubdivision developed

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by the same owner or ~~a~~Associated Ee~~n~~tities. Instead, the subdivision shall be processed as a Major Subdivision.

(c) All Minor Subdivision Final Plat applications shall include all information as required by Appendix 2, Plat and Application Requirements Checklist.

(d) The Minor Subdivision Final Plat and all of the required documents and material shall conform to the design and engineering standards, other specific requirements set forth in this Chapter, and any conditions of approval stipulated by the Commission.

(e) All Minor Subdivisions shall be designed and constructed so as to provide all required improvements and infrastructure as may be required by the applicable provisions of Section 7, Subdivision Design Standards.

(f) Unless the area being subdivided is currently zoned in accordance with the intended use, the applicant shall file a request for and obtain the appropriate zoning before the Board approves the Final Plat.

6.10 Major Subdivisions

The following additional requirements shall apply to Major Subdivisions:

(a) Preliminary Plat:

(i) All Major Subdivisions require a Preliminary Plat. The purpose of a Preliminary Plat is to review the proposed subdivision for conformance with the specific design standards and improvements requirements set forth within this Chapter.

(ii) All Major Subdivision Preliminary Plats shall include information as required by Appendix 2, Plat and Application Requirements.

(iii) Approval of a Major Subdivision Preliminary Plat by the Board shall be effective for one year from the date of approval, unless a request is made by the applicant and approved by the Board for a longer specified period of time.

(b) Final Plat:

(i) After approval of the Major Subdivision Preliminary Plat and satisfactory completion of any conditions of approval, the applicant may submit an application for approval of the Major Subdivision Final Plat.

(ii) All Major Subdivision Final Plat applications shall include all information as required by Appendix 2, Plat and Application Requirements.

(iii) All Major Subdivision Final Plats and required supporting documents and materials shall conform to the design and engineering standards set forth in this Chapter and to any conditions of approval specified by the Commission.

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(iv) All Major Subdivision Final Plats shall be designed and constructed so as to provide all required improvements and infrastructure as specified in Appendix 1, Major Subdivision Improvements Chart.

(v) Major Subdivisions may be platted in phases covering representative and reasonable portions of the area approved in the Major Subdivision Preliminary Plat, subject to the following requirements:

(A) Each phase shall contain a vicinity map showing the location of the portion being submitted in relation to the overall Major Subdivision Preliminary Plat.

(B) All Major Subdivision Final Plats so submitted shall have identical titles, legends and other required information, shall be of the same scale and shall have match lines so the mosaics of the entire subdivision can be assembled.

(C) Each phase shall be numbered according to the sequence in which it is to be recorded and shall itself, or in conjunction with previous phases, meet the design standards and minimum requirements set forth in this Chapter.

(D) Any land area in a phased subdivision which Major Subdivision Preliminary Plat has been approved and for which a Final Plat has not been submitted within 3 years from the date of approval of the Major Preliminary Plat, shall not be allowed to proceed with final platting until a new Preliminary Plat is submitted and approved.

(E) Unless the area being subdivided is currently zoned in accordance with the intended use, the applicant shall file a request for and obtain the appropriate zoning before the Board approves the Final Plat.

6.11 Wyoming Department of Environmental Quality Review

(a) Wyoming Statute 18-5-306 ~~through~~ and 18-5-~~308~~ 307 requires the County refer some subdivision applications to DEQ for review pursuant to Chapter 23 of the DEQ Water Quality Rules and Regulations. The purpose of the review is to advise the County about water and sewage issues related to the subdivision.

(b) ~~Campbell County requires DEQ Chapter 23 review only~~DEQ review is required for Major Subdivision Preliminary Plats. ~~and does not require Chapter 23 review~~It is not required for Simple Subdivisions or Minor Subdivision Final Plats.

~~(c) At the same time the~~The applicant ~~submits a Major Subdivision Preliminary Plat application to the Department, the applicant~~shall work directly with DEQ and shall submit the necessary information ~~to DEQ~~ for their review and approval. ~~The applicant is responsible for making the application. DEQ has specific application requirements and subdivision applicants should contact DEQ directly to obtain application materials and any necessary assistance. After receiving the Plat, DEQ has 60 days to make a recommendation to the County.~~

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~~(d)~~(c) The applicant shall also furnish a copy of all materials submitted to DEQ to the Department to keep on record.

~~(e)~~(d) The Department, Commission and Board will take into consideration the recommendations of the DEQ, but shall not be bound by the DEQ's recommendations.

~~(f)~~(e) A Chapter 23 DEQ study is required for all Major Subdivision Preliminary Plats unless the Applicable Director exempts the subdivision from this requirement. The Applicable Director may exempt the subdivision from the DEQ study as long as one of the following items are met:

(i) Water and sewer services are currently provided by permitted centralized water and sewage systems in good working order and adequately sized for the additional lots; or

(ii) The Applicable Director finds that a Chapter 23 DEQ Study previously completed on the property satisfactorily addresses all relevant water and sewage issues.

SECTION 7. SUBDIVISION DESIGN STANDARDS

7.1 Purpose and Intent

(a) Campbell County is known for its natural resources, natural resource extraction and rural character. The purpose and intent of this Chapter is to balance the location and design of ~~s~~Subdivisions with the protection of these resources and character. It is the further purpose and intent of this ~~s~~Section to allow the S~~s~~ubdivision of land while minimizing negative impacts that can occur from subdivision development and maximizing the safety of the residents in new subdivision.

(b) Consistent with the Campbell County Land Use Plan, it is Campbell County's intention is to preserve existing rural development and the rural character of the County. This Chapter is intended to encourage low density, rural style developments. Furthermore, consistent with the Campbell County Land Use Plan, it is the County's intention to encourage high density, urban scale development in incorporated city and town limits, where adequate public water, sewer and roads are available.

(i) All proposed subdivision plats shall be reviewed in relation to the general character of the area and the requirements of the County.

(ii) Land area for natural areas, schools, parks, open spaces and future road rights-of-way shall be reserved and located according to good planning practices and principles.

(iii) Where an entire parcel is not subdivided, the applicant must indicate the intended plans for the remainder of the parcel.

7.2 Floodways and Drainage

(a) The flood damage prevention ordinance enacted on January 2, 2008 shall be used to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas.

(b) All areas located within FEMA 100-year flood zones shall be placed in drainage easement.

(c) All areas (road right-of-way excluded) that are subject to flooding during the 25-year rain event shall be set aside for uses that will not aggravate the danger of flooding, will not be endangered by flooding, or will not endanger the general health, safety, or welfare of the community. These areas shall be placed in drainage easement.

(d) All subdivision applications shall include a drainage report prepared in accordance with Appendix 7, Drainage Report Outline. The report must identify necessary improvements that will allow stormwater to pass through the subdivision in a non-disruptive manner. General requirements include:

(i) Identify drainage basins.

(ii) Model 25-year, 24-hour design storms for the drainage basins.

(iii) Size all culverts, ditches, swales, and other storm drain improvements appropriately.

(iv) Address stormwater detention for the site if applicable.

(v) Create a large scale drainage plan exhibit on 24" x 36" sheet(s).

7.3 Soils & Topography

(a) The design and development of subdivisions should preserve the natural ~~drainage~~ terrain to the extent possible. Particular consideration will be given to topography in relation to the suitability of the land for development and preservation of natural areas for open space.

(b) All subdivision applications shall include a soils report for review by the Department. The soils report shall be prepared in accordance with Appendix 8, Soils Report Outline. The Department shall consult with the Campbell County Conservation District, per statute 18-5-306(b) in review of the report.

(c) Land subject to hazardous conditions such as landslides, rockfalls, possible subsidence, shallow water table, open quarries, floods and polluted or non-potable water supply shall be identified. The land shall not be subdivided until the hazards have been eliminated, or will be mitigated by the subdivision design and construction plans or have otherwise been addressed to satisfy safety concerns.

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7.4 Lots and Blocks

(a) Lots created by Ssubdivision must comply with all applicable zoning requirements including minimum lot size and minimum lot width.

(b) The lot size, width, depth, shape and orientation shall be appropriate for the location of the subdivision, for the type of development and use contemplated, and for future re-subdividing where appropriate.

(c) The size of lots shall not be less than 6,000 square feet except for mobile home lots and lots subdivided or re-subdivided for townhouse or common wall units.

(i) Mobile home lots shall be sized in accordance with the Chapter 7, Campbell County Zoning Regulations, for Manufactured/Mobile Home Park Standards.

(ii) The minimum lot size for townhouse and common wall unit lots shall be the greater of the following two standards:

(A) The total area of the separate platted lots upon which the unit will exist shall not be less than 6,000 square feet; or

(B) Each platted lot shall be no less than 2,250 square feet unless applicable zoning regulations are more restrictive.

(d) The depth of any lot shall not exceed 3-times the width. In addition, lot depth and width shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated. In general, two parking spaces are required for each residential dwelling unit on a lot.

(e) Corner lots for residential use shall have extra width to permit appropriate building setback from, and orientation to, both roads.

(f) Double frontage and reverse frontage lots should be avoided except where it is essential to provide separation of residential development from expressways and major arterial streets or overcome specific disadvantages of topography and orientation.

(g) Each lot shall have satisfactory access to a public street or road.

(h) Side lot lines shall be substantially at right angles or radial to road right-of-way lines or centerlines.

(i) A single lot shall not be divided by a road, alley or other lot.

(j) Service access to the interior of blocks may be permitted in certain instances, in which case, alleys must be indicated in the plan and plat. Where alleys are platted, a minimum of 20 feet shall be required.

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(k) Irregular or wedge shaped lots shall be no less than ~~40~~ 60 feet in width at the front property line, except as allowed for platted lots with common wall or townhouse units. The total width of those platted lots upon which common wall or townhouse units will exist shall be no less than 30 feet and each platted lot shall provide sufficient access and frontage to the street depending on its use.

(l) Flag lots are generally prohibited because they have often been used to avoid building a street to serve a subdivision and their use increases the number of approaches onto roads. However, conditions may exist where flag lots are reasonable. The Applicable Director may approve the use of flag lots in areas where extraordinary topography, emergency accessibility or access to infrastructure warrant flag-shaped lots.

(m) Each lot shall contain a satisfactory building site which is properly related to topography and which conforms to the standards of this Section. Site plans showing adequate building area for a home, accessory structure, septic and leach field and replacement leach field may be required where easements, topography, lot size or other factors affect the buildable area.

(n) Easement width shall accommodate the efficient installation and the maintenance of utilities.

(i) Permanent side and rear yard general utility easements are required on all lots.

Side: Not less than 5 feet in width on each side of all side lot lines;

Rear: Not less than 10 feet in width on each side of all rear lot lines;

(ii) Additional permanent easements, where necessary, shall be required for utility poles, wires, conduits, storm water and sanitary sewers, gas and water mains, and other public utilities, subject to review by the Applicable Director.

(iii) Easements shall be required around all oil, gas and water wells and other utility infrastructure as required by the Applicable Director.

7.5 Roads and Streets Design Standards

(a) Street and road layout shall conform to the duly adopted County Road Plan, applicable municipality's duly adopted major street plan, or any duly adopted city or county comprehensive plan, to provide for an alternate emergency vehicle access and for good circulation. Newly created roads within subdivisions shall function with connected roads.

(b) The Campbell County Road Plan lists classifications for roadways in Campbell County. These include the Rural Arterial System, Major Collector Road, Minor Collector Road, and Rural Local Roads. This Section addresses the Rural Local (Subdivision) Road standards only. The Department is authorized to modify the standards on a case-by-case basis to meet project specific requirements and conditions. See Appendix ~~9~~10, Road Profiles, for typical roadway sections of gravel and asphalt surfaced roads.

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(c) Geometric Standards:

(i) Speed. Design Speed is 30 MPH. If there is a school in the subdivision, a 20 MPH design speed shall be utilized near the school zone. Proposed Design Speeds less than 30 MPH must be warranted by an engineering speed study per W.S. 31-5-303 and discussed with the Applicable Director during the subdivision design phase.

(ii) Horizontal Curvature. Minimum controlling design values for horizontal curves shall be taken from Chapter 3 of the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the corresponding 30 MPH Design Speed and chosen Superelevation (e%). Maximum superelevation is 4%, unless approved by the Applicable Director.

(iii) Vertical Curvature. Controlling rate of curvature, K, design values shall be taken from Chapter 3 of the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the Crest and Sag vertical curve charts utilizing the corresponding 30 MPH Design Speed and stopping sight distance.

(iv) Sight Distance. Minimum passing and stopping sight distance shall be taken from the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the corresponding 30 MPH Design Speed and roadway longitudinal grade.

(v) Longitudinal Grade Requirements. Maximum longitudinal grade for Rural Local roads is 8% unless approved by the Applicable Director.

(vi) Intersection Requirements. Intersections should be located to avoid steep profile grades and ensure adequate sight distance. Intersections should not be located on or near short crested hills, nor on sharp horizontal curves. Where there is no practical alternative, approach sight distance on each leg of the intersection should be checked carefully. Signing should be provided at recommended distances. If necessary, back slopes should be flattened, and horizontal and vertical curvatures lengthened to provide for additional sight distance.

(A) Sight distance should be sufficient to permit a vehicle on the minor leg of the intersection to cross the traveled way without requiring the approaching through traffic to slow down. As a rule, there should be a minimum of seven seconds available to the driver crossing the through lanes.

(B) Intersection legs operating under stop control should be at 90 degrees to the mainline. Under no circumstances can the intersection be less than 60 degrees from perpendicular.

(C) Many factors should influence the design of an intersection. A few items to consider are corner radius, the minimum degree of intersection legs, and corner sight distance.

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(D) Complete details of intersection design can be found in Chapter 9 of the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition.

(d) Cross Sectional Standards:

(i) Roadway Width. Minimum roadway width, including shoulders, is 22 feet. This corresponds to AASHTO Chapter 5 with 18' minimum traveled way and 2' minimum shoulders.

(ii) Fill/Fore Slope. Fill/Fore slopes are measured laterally from the outside edge of shoulder to the ditch bottom or to a point of slope selection for cut sections, and to a point of slope selection for fill slopes. Steepest fore-slope rate is 1V:4H for a minimum of eight horizontal feet, resulting in a minimum ditch/fill depth of 2 feet.

(iii) Back-Slope. The back-slope is measured laterally outward from the road, beginning at a point from the bottom of the ditch to a point of slope selection, or daylighting, for cut sections. Steepest back-slope rate is 1V:2H with flatter slopes recommended.

(iv) Roadway Cross Slope (Crown). The cross slope is measured from the centerline of the 2-lane roadway to the edge of the shoulder. The minimum cross slope shall be 3%.

(v) Superelevation. Superelevation is the cross slope across the entire roadway in a horizontal curve. The maximum superelevation percentage is 4%, unless approved by ~~County Engineer~~the Applicable Director. For low speed subdivision roads, with numerous driveways and approaches, the Department encourages curve radii to allow the use of normal crown sections without superelevation.

(vi) Superelevation and Crown Runoff. Superelevation runoff length is defined as the distance to go from zero (superelevation rate, e = 0.00) to the specified superelevation (e) for the given radius and design speed. Crown runoff (C) is the distance required for the outside lane(s) to transition from a normal crown (3%) to a flat crown (e=0%). The length of crown runoff is also the distance for the outside lane(s) to transition from a flat crown to a reverse crown.

(A) Use WYDOT modified runoff lengths. WYDOT uses a general standard normal crown of 2% and, thus, their tables are calculated using this value. Campbell County uses a 3% crown. Campbell County has modified the WYDOT tables to reflect this difference in crown.

(vii) Vertical Clearance. Vertical clearance shall be measured from the highest point on the roadway surface to the lowest point on the overhead obstruction. Vertical clearance requirements for all roadway classifications are as follows:

(A) Minimum clearance for grade separation with other roadways is 16.5 feet.

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(B) Minimum clearance for an overhead power line is governed by W.S. 37-3-303. In Campbell County the following applies: Minimum line height above road = 24' + [(KVA-50)*(.4/12)] where: KVA is the voltage of the line in kilovolts Example: What minimum line height is required for a 69KVA line to cross a County Highway? Hmin = 24' + [(69-50)*(.4/12)] = 24.6', say 25 feet minimum.

(C) Minimum clearance over a railroad is determined by the local Railroad authority. County Road Fund Manual calls out 23.5 feet but this must be verified by the local Railroad authority.

(e) Subgrade and Surfacing Materials and Design:

(i) Non-Paved Roadways. 6" minimum depth of Uniformly Graded Aggregate Base or Uniformly Graded Scoria Base with 2" maximum aggregate size is required. Moisture conditioning of the 6 inches of soil below the base and compaction are required.

(ii) Paved Roadways: Subgrade, base and surfacing design for paved roads shall meet the minimum requirements of the current City of Gillette Design Standards or other design manual approved by the Applicable Director.

(f) Culverts & Bridges Design Standards:

(i) Minimum culvert size. Minimum culvert size is 12-inch diameter. Cover shall meet the manufacturer's recommendation and shall not be less than 12 inches. Culverts shall be installed at street intersections and driveway locations where cross drainage and ditch flow require installation. The drainage report may call for larger culverts and shall define locations requiring culverts.

(ii) Culvert materials: Culvert materials may consist of corrugated metal, concrete, polyethylene, PVC or another material approved by the Applicable Director. The Department recommends a soil corrosion test be performed to select culvert materials to maximize the life of the pipes.

(iii) Erosion control measures: Cut and fill slopes and longitudinal ditches in steep profile areas must utilize best practice erosion control design measures to ensure reseeding success. Paved gutters or other approved erosion control measures may be required where velocities will cause erosion of the ditch bottom.

(iv) Bridge Structures:

(A) Specifications: The latest edition of the *AASHTO Standard Specification for Highway Bridges* shall be used for design and construction of bridges on all roadway classifications.

(B) Review: Per W.S. 24-2-106, WYDOT must review and approve all bridge structure designs prior to construction.

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(C) Structural Loading: Bridges shall be designed for HL93 loading

(D) Bridge Roadway Width: Minimum Bridge roadway width shall be 26 feet.

(g) Signage Standards:

(i) All signage shall be installed and inspected prior to ~~approval of the plat~~the plat being submitted to the Board for approval. Street signs shall be provided by the developer.

(ii) All signage shall meet the latest WYDOT/MUTCD specifications. Regulatory signs will be allowed within the roadway right-of-~~-~~way but no advertising signs will be permitted in the right-of-way.

(h) Pedestrian Walkways Standards:

(i) Refer to Appendix 1, Major Subdivision Improvement Chart, for requirements on pedestrian access. Walkway design and location shall be approved by the Applicable Director.

(ii) Pedestrian walkways may be required to provide access to parks or open spaces, schools or other similar areas where, in the opinion of the Commission, significant pedestrian usage is ~~anticipated~~anticipated, or adequate pedestrian circulation is needed. Easements may be required where deemed necessary.

(i) Street Lighting Standards:

(i) Street lighting, capable of the illumination of streets and pedestrian walkways, may be required for safe movement of vehicles and pedestrians at night where density is greater than one unit per acre and/or where development is contiguous with a municipality which requires street lights, conforming to the applicable municipality's standards. Refer to Appendix 1, Major Subdivision Improvement Chart on requirements for street lighting.

(j) Right-of-Way Width Requirements:

(i) The minimum right-of-way width is 60 feet, and it must be dedicated to the public. Public access easements cannot be used in lieu of dedicated right of way. No private roads are allowed.

(ii) At least one public access with minimum 60-foot dedicated right-of-way shall be provided to all subdivisions. For subdivisions with 30 lots or more, at least two public accesses with minimum 60-foot dedicated right-of-way must be provided per Fire Department standards.

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(iii) Specific design standards for any roads within a development that may be classified as major or minor Collectors or rural Arterials shall be those specified in the County Road Manual.

(k) Street Layout/Geometry Standards:

(i) Geometric design. Design of roadways and streets shall follow previous Design Standard sections in this manual.

(ii) Through Traffic. Local streets shall be designed to discourage through traffic. Intersections of local streets with major streets shall be minimized.

(iii) Stubs/extensions. Provisions for an efficient street system must be made by the use of stub streets or extensions of new streets to connect to the existing streets, and by the use of developed rights-of-way. Any subdivision plat submitted for approval shall be designed to permit continuation of streets into adjacent subdivisions unless there is justification for an alternate design.

(iv) Extent of roadway construction. Roadways and streets are to be constructed by the developer to the furthest subdivision boundary line and utilized to access adjacent properties. No unimproved rights of way are allowed.

(A) A temporary turnaround will be installed by the developer at the end of the constructed roadway. Minimum radius of surfacing for temporary turnarounds shall be 50 feet.

(B) Dead end streets are prohibited.

(v) Street intersection limits. Not more than two streets shall intersect at one point.

(vi) Cul-de-sac length. Cul-de-sacs shall not be longer than 1000 feet, including the turnaround, unless a deviation is approved by the Commission after a positive recommendation from the Applicable Director. The turnaround shall have a right-of-way~~.~~ radius of 60 feet minimum and a surfacing radius of 50 feet minimum.

(vii) Frontage roads and permits. Where a residential subdivision abuts a State highway or County Highway, a frontage road may be required to reduce the number of approaches onto the highway. Developer shall obtain an approved approach permit from WYDOT to access a State highway, and an approved license from County Road and Bridge to access a County Highway.

(viii) Street jog limits. If a street jogs at an intersecting street, the centerline offset of the two streets shall be greater than 250 feet.

(ix) Intersection angles. Streets shall be designed to intersect at approximate right angles. Where topography or other conditions justify a variation, the variation from a right angle shall be no more than 30 degrees.

(l) Street Naming Standards:

(i) Naming convention/signage. New streets in alignment with existing streets in the County, or adjoining municipality, shall be named the same as the existing streets. There shall be no duplication of street names within the County and the developer shall be subject to confirmation of proposed street names by the Department. Street naming convention must follow Campbell County Rules, Chapter 8, Addressing Standards.

(m) Utility location in roadways/streets.

(i) Location of utilities within public right-of-way. All utility infrastructure installed by the developer must be installed within the publicly dedicated roadway right-of-way, or in publicly dedicated utility easements.

(n) Roadway paving/curb and gutter requirements.

(i) Appendix 1, Major Subdivision Improvement Chart, shows paving requirements based on subdivision density.

(A) Subdivision Density Groups 1 and 2 require asphalt or concrete paving.

(B) Commercial and industrial Ssubdivisions within the Joint ~~Planning Boundary~~Review Area ~~(within one-mile of the corporate boundary)~~ must be paved with asphalt or concrete. Design of street sections and paving shall meet City of Gillette Design Standards.

(C) Curb and gutter may be required where a development is contiguous to a municipality which requires curb and gutter for the type of development proposed, or when the Board or Commission determine that the subdivision warrants it. Design in this case shall meet City of Gillette Design Standards.

(o) Approach/driveway requirements.

(i) Minimum requirements for approaches/driveways constructed at time of subdivision:

(A) No water will be allowed to drain from the approach/driveway onto a subdivision road.

(B) The minimum culvert size in road ditches under the approach/driveway is 12-inch diameter, but shall be larger if required per the drainage study. Culverts shall be located in the flowline of the ditch.

(C) All approach/driveways must have an all-weather surface that matches the roadway surfacing (i.e. a gravel roadway will require a gravel approach, and a paved roadway will require a paved approach). For all driveways or

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approaches, surfacing must extend from the roadway to the right-of-way line.

(D) The minimum width for the approach/driveway shall be 12 feet, but must take into account the proposed use.

(E) The location of approach/driveway should take into account the profile of the road and subsequent sight distance.

(ii) Minimum design requirements for approaches/driveways constructed after the completion of the subdivision.

(A) Approaches/driveways onto roads shall meet the standards established by the Home Owner's Association and/or Improvement and Service District controlling the roads in the subdivision.

(B) Campbell County does not regulate approaches or driveways that are not constructed during the initial subdivision process.

(iii) See Appendix ~~10,~~11 Approach/Driveway Geometry, for additional design details.

(p) Fire Standards

(i) All roadway construction is subject to compliance with the currently adopted Fire Code and review by the Campbell County Fire Department. Applicants should contact the Fire Marshall for information on standards from the adopted Fire code.

7.6 Road Construction Standards

(a) Permitting & Specifications.

(i) All subdivision road construction requires a permit to construct be issued by the Department prior to commencement of construction. This three-part permit specifies items that must be performed and/or submitted as part of the project during and after construction.

(A) Applications for a permit to construct must be submitted along with the engineering design and specifications for the improvements. The design must meet all requirements of this Section and include plan and profile sheets showing how the improvements are to be constructed and must include specifications on testing requirements and address erosion control for the site.

(B) Permit approval grants the developer permission for construction based on the approved design.

(C) Permit close out involves verification from the design engineer and developer that all permit requirements were met and that improvements

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were installed per the approved design and met project specifications. Record drawings, material testing summary and inspection report with construction photos are required prior to permit close out.

7.7 Utilities

(a) Electric service shall be provided to all Minor and Major Subdivisions. Telephone, cable television, internet and other utilities are optional for the developer and availability shall be disclosed to potential purchasers.

(b) Electrical lines, telephone lines and other similar utility services shall be placed underground within designated easements, except as may be allowed in Appendix 1, Major Subdivision Improvement Chart.

(c) All utility services shall, at a minimum, extend to the property line of each lot or parcel within the subdivision. The applicant shall be responsible for complying with the requirements of this subsection, shall make the necessary arrangements including any construction or installation of such facilities.

(i) For construction of electrical service, the applicant shall contact Powder River Energy Corporation and provide payment for installation of electrical service prior to final approval of the subdivision plat. Proof of payment shall be provided to the Applicable Director.

(d) Design, construction and installation of utility facilities shall be in accordance with all other applicable County and State regulations.

7.8 Sewer Standards

(a) Within the ~~Joint Planning Boundary~~Joint Review Area, every effort shall be made to provide public sewer to all new subdivisions, either through a connection to a public sewage disposal system or a community-type sewage disposal system.

(i) Applicants interested in land development should investigate sewage disposal options prior to land acquisition, as applicants are responsible for submitting a plan and financing for sewage system construction.

(b) ~~On-Site Wastewater Disposal/Septic Systems~~Small Wastewater Systems. For a subdivision to be eligible for on-site sewage disposal systems, all lots shall be a minimum of 2.5 acres in size.

(c) Subdivisions must use one of the following two options for providing sewage disposal:

(i) No public sewage disposal will be provided. Lot purchasers will be responsible for providing individual, on lot sewage disposal systems.

(A) For Subdivisions proposing individual on-lot sewage disposal systems that have not completed a DEQ study per Section 6.11(a) or have not been

exempted from a DEQ study per Section 6.11(f), a report must be submitted by an Engineer or Geologist in accordance with W.S. 18-5-306(a)(iv)(C) and conforming to Appendix ~~11~~12, Individual On-Lot Sanitary Sewer Report Outline.

(B) Where individual on-lot sewage disposal systems are proposed, the statement NO PROPOSED CENTRALIZED SEWAGE SYSTEM, in bold capital letters, shall appear on the face of the plat.

(C) The lot purchaser shall obtain the permit for the individual on-lot sewage disposal system at the time of construction from the Department.

~~(I) Systems for residential lots that meet the requirements of a Small Wastewater System are permitted though the Campbell County Department of Public Works.~~

~~(II) Systems for residential lots that do not meet the requirements of a Small Wastewater System are permitted through DEQ.~~

~~(III) Systems for commercial and industrial lots are permitted through DEQ.~~

~~(D)~~(ii) Install a sewage collection facility.

~~(I)~~(A) Improvements shall be in accordance with Chapter 11 of the Wyoming Department of Environmental Quality's Water Quality Rules and Regulations.

~~(II)~~(B) Per Campbell County's delegated authority from the DEQ, publicly owned and controlled sewage collection facilities will be permitted through the Department ~~of Public Works. The sewage treatment works or lagoon portion will be permitted through DEQ.~~ .

~~(III)~~ Sewage treatment works, lagoons or ~~S~~systems that are not publicly owned at the time of development shall be permitted by DEQ. ~~All applications should first be submitted to the Department of Public Works for initial review and will then be forwarded to DEQ.~~

(C)

~~(IV)~~(D) Systems permitted by the Campbell County Department of Public Works shall use the Department's permit forms. Requirements of the permit include: engineering design per all applicable requirements, materials testing specifications, project testing and inspection reports, construction photos and record drawings.

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7.9 Water Supply ~~Design~~ Standards.

~~(a) Standards for water supply systems are based on the type of subdivision. Provisions and information on a water supply must be provided by the developer for all types of~~

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subdivisions. This information shall be provided either through a Chapter 23 DEQ study or through engineering reports submitted to the Department of Public Works.

(b) Information on how lot purchasers may obtain water shall be disclosed in the Disclosure Statement.

(c) Water supplies shall be registered with the Wyoming State Engineer. Water supplies not requiring DEQ approval or as otherwise required shall meet the "Water Well Minimum Construction Standards," State Engineer's Office, 1974.

7.10 Water Distribution Design Standards.

(a) The developer shall construct the entire water distribution system to the proposed subdivision in accordance with applicable criteria.

(b) The internal distribution systems shall be sized and designed to meet initial and future extensions to the original system. Improvements shall be in accordance with Chapter 12 of the Wyoming DEQ's rules and regulations, "Design and Construction Standards for Public Water Supplies", or current prevailing regulations.

7.11 Type of Water System Required

(a) The following table generally summarizes the type of water system required and the applicable requirements of this Section The applicant shall make provisions for a centralized water system to supply water to all subdivisions within the one-half mile Joint Review Area. Several options are available when addressing water supplied to subdivisions outside the Joint Review area and are described in this section.

(a)(b) Information on how lot purchasers may obtain water shall be included in the Subdivision Disclosure Statement. :

WATER SYSTEM TYPE	MAXIMUM # OF LOTS SERVED	CONSIDERED CENTRALIZED SYSTEM?	APPLICABLE REQUIREMENTS
Individual on-lot well	1	No	State Engineer's Office
Shared well	3	No	State Engineer's Office
Community water system	9	Yes	Campbell County Rules, Ch. 4
Public water system	No maximum	Yes	Wyoming DEQ Rules, Ch. 12

(b)(c) For all new Major and Minor subdivisions located within the Joint Planning BoundaryReview Area that fall within the regional water Designated Service Area, the applicant must develop a Centralized Water System.

(i) Centralized wWater System provided via the Gillette regional water system is required, unless exempted by the Applicable Director.

(A) For Major Subdivisions, the system shall be a Public Water System

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~~(i)~~(B) For Minor Subdivisions, the system shall be the requirements of Appendix 9, Centralized Water System requirements.

~~(A)~~(C) Permitting and approvals through the City of Gillette Engineering Division will be required for infrastructure which extends from the existing regional system to the subdivision boundary.

(ii) In extenuating circumstances, when it is proven to be an extreme burden on the developer to connect to the Gillette regional water system, an exemption may be granted.

(A) Applicants requesting an exemption from connection to the Gillette regional water system, shall submit an exemption request and report conforming to Appendix ~~12~~13, Regional Water Connection Exemption Report. Items that will be considered by the Applicable Director for approving an exemption to this Section (utilizing an alternate water source) will include, but are not limited to:

(I) Timeline/availability of regional extensions.

(II) Cost of central well vs regional extension.

(III) State Engineer's Office commitment to a well permit.

(iii) If deemed exempt from utilizing the Gillette regional water system as the primary water source, the centralized system shall include infrastructure allowing for future connection to the regional system. This infrastructure shall be constructed at the time of development of the centralized system.

(A) For Major Subdivisions, the infrastructure shall meet the requirements of a Public Water System

~~(iii)~~(B) For Minor Subdivisions, the infrastructure shall meet the requirements of Appendix 9, Centralized Water System requirements.

~~(c)~~(d) For all Major subdivisions ~~with 6 lots or more~~, located outside the ~~Joint Planning Boundary~~Joint Review Area, the applicant must develop a ~~Centralized Water System.~~Public Water System.

~~(i) Centralized water will be provided via a Public Water System.~~

~~(A) Campbell County has delegated authority from the DEQ Water Quality Division to permit publicly owned and controlled water distribution facilities. Per this delegated authority, these systems will be permitted through the Department of Public Works. Treatment and storage will be permitted through DEQ.~~

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~~(B) Systems that are not publicly owned at the time of development shall be permitted by DEQ. All applications should first be submitted to the Department of Public Works for initial review and will then be forwarded to DEQ.~~

~~(ii) Centralized water will be provided via a Community Water System.~~

~~(A) Campbell County will permit a Community Water System per Chapter 4, Rules Regulating Construction.~~

~~(d)~~(e) For all Minor Subdivisions ~~and Major Subdivision with fewer than 6 lots,~~ located outside the Joint ~~Planning Boundary~~Review Area, the applicant must provide water via one of these 4 methods:

~~(i)~~ Develop a Public Water System ~~in accordance with Wyoming DEQ Water Quality Rules and Regulations.~~

~~(i)~~

~~(A) Campbell County has delegated authority from the WDEQ Water Quality Division to permit publicly owned and controlled water distribution facilities. Per this delegated authority, these systems will be permitted through the Department of Public Works. Treatment and storage will be permitted through WDEQ.~~

~~(B) Systems that are not publicly owned at the time of development shall be permitted by WDEQ. All applications should first be submitted to Campbell County Public Works for initial review and will then be forwarded to WDEQ.~~

(ii) Develop a ~~Community~~Centralized~~-~~ Water System ~~to provide water to the proposed subdivision. All Community Water Systems shall be constructed per Chapter 4, Section 13, Rules Regulating Construction. Easements shall be shown on the plat for access, infrastructure, and the well. The well easement shall be no less than 50 feet by 50 feet in size. Plans and specifications for Community Water Supply systems and water distribution systems shall meet the approval of the Department of Public Works.~~that complies with amended Appendix 9, Centralized Water System requirements.

(iii) Wells developed and installed by applicant at the time of subdivision:

(A) Individual on-lot wells installed by developer:

(I) The applicant shall provide the Department with copies of approved well permits and approved statements of completion from the State Engineer's Office for each well.

(II) The applicant shall provide the Department with a report by an Engineer that verifies adequate water production and water quality from each well.

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(III) Where individual on-lot wells are proposed, the statement NO PROPOSED CENTRALIZED WATER SYSTEM, in bold capital letters, shall appear on the face of the plat.

(B) Shared wells shall be drilled and completed by the developer, including pumps and infrastructure to each lot.

(I) Copies of State Engineer's Office well permits shall be provided.

(II) The applicant shall provide the Department with a report by an Engineer that includes as-constructed well test records and verifies adequate water production and water quality from each well.

(III) No more than ~~3~~ the number of lots identified in the State Engineer's Office water well permit ~~lots~~ shall be served by each well. Per Chapter 4, Rules Regulation Construction, all plumbing shall be in accordance with International Plumbing Code, or as designed by a Wyoming Licensed Engineer.

(IV) Easements shall be shown on the plat for access, infrastructure, and the well. The well easement shall be no less than 50 feet by 50 feet in size.

(V) Shared water well agreements shall be submitted for review.

(VI) Where shared, on-lot wells are proposed, the statement NO PROPOSED CENTRALIZED WATER SYSTEM, in bold capital letters, shall appear on the face of the plat.

(iv) No water will be provided during the subdivision process. Lot purchasers will be responsible for providing on lot wells.

(A) For individual on-lot wells, a report must be submitted by a Licensed Engineer ~~and/or Geologist~~ addressing the potential availability of ground water for the proposed S~~s~~ubdivision. The report shall follow Appendix ~~13~~14, On-Lot Well Report Outline.

(B) Where individual on-lot wells are proposed, the statement NO PROPOSED CENTRALIZED WATER SYSTEM, in bold capital letters, shall appear on the face of the plat.

7.~~13~~10 Water System Permitting

(a) Water Systems shall meet specific requirements identified in this chapter and in Wyoming DEQ Chapter 12, Water Quality Rules and Regulations. ~~permitted through DEQ will need to meet DEQ's specific permit requirements.~~

(b) Campbell County has delegated authority from the DEQ Water Quality Division to permit publicly owned and controlled water distribution and storage facilities. Treatment systems and water wells shall be permitted through DEQ prior to the Department issuing any permits for distribution or storage.

~~(a)~~(i) Systems not publicly owned at the time of development shall be permitted by DEQ.

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~~(b)~~(c) Water systems permitted by Campbell County Public works shall use the departments current permit forms and complete all the requirements of the permit. Major requirements include, but are not limited to:

(i) Water system design by a Licensed Engineer per all applicable regulations

(ii) Engineering design report providing technical justification for the proposed construction

(iii) Plan and Profile sheets, cross sections, and details

(iv) Construction specifications identifying the types of pipe and appurtenances to be used as well as the manner of installation f

(v) Materials testing requirements for construction (soil placement, trench backfill, disinfection)

(vi) On-site inspection and materials testing during construction

(vii) Testing and inspections reports with construction photos submitted after construction

(viii) Record drawings submitted after construction

(ix) Verification from the Engineer and Developer that the construction was completed in accordance with approved drawings and specifications.

7.~~12~~11 Fire Safety Standards:

(a) All proposed subdivisions are subject to review by the Campbell County Fire Department and applicable sections of the currently adopted Fire Code.

(b) The Commission shall have the power to impose more restrictive, as well as less demanding, requirements on a proposed S~~s~~ubdivision after considering comments from the Campbell County Fire Department and surrounding developments.

(c) Subdivisions falling within Density Group 1, according to Appendix 1, Major Subdivision Improvements Chart, shall ~~be~~ provide~~d with~~ fire hydrants spaced at intervals of 500 feet within a public right-of-way, or at longer intervals, as allowed by the Commission due to lower density housing.

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(i) Hydrants shall have a minimum fire flow of 1000 gallons per minute for a minimum of two hours with a flowing (residual) pressure of twenty pounds per square inch.

(ii) For subdivisions meeting these requirements, which would connect to water systems of adjacent or nearby developments without fire hydrants, these requirements shall be met unless mitigating circumstances would make the requirements unreasonable as determined by the Commission.

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7.~~14~~12 Subdivision Boundary Control and Monumentation

(a) Subdivision boundary control and monumentation shall, unless otherwise modified herein, comply with the most recent applicable portions of the Guidelines for the Professional Practice of Land Surveying as published by the American Consulting Engineering Council. Copies may be obtained from ACEC.

(b) Boundary Control: Where section lines or section subdivision lines form part of the boundaries of a subdivision, these lines should be legally established and monumented as per the 1973 BLM Manual of Instruction for the survey of public lands and the pertinent detailed information should be shown on the ~~P~~plat.

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SECTION 8. GUARANTEES FOR IMPROVEMENTS AND MAINTENANCE

8.1 General Requirements

The following requirements apply to all subdivisions:

(a) The applicant shall be responsible for the construction of all infrastructure and improvements required by this Chapter.

(b) All required improvements shall be designed and constructed according to the standards of this Chapter.

(c) The applicant is responsible for financing and constructing all improvements internal or external to the proposed subdivision required by this Chapter unless suitable evidence is submitted that other entities have the responsibility for the construction and costs of improvements and will construct them.

(d) In cases where the applicant proposes improvements that are in excess of the minimum standards of these regulations, the proposed improvement shall be considered as a required improvement.

8.2 Subdivision Improvements Agreements and Guarantees

(a) If the plat is to be recorded with the Campbell County Clerk prior to the final installation and approval of all required improvements, the following is required:

(i) Approved permits to construct for all infrastructure improvements required in the subdivision.

(ii) A cost estimate prepared ~~and sealed~~ by a~~n~~ Licensed Engineer, for the total installation cost of those improvements, as well as the cost of any professional services required to complete the installation.

(iii) A Subdivision Improvements Agreement (See Appendix ~~14~~15, Subdivision Improvements Agreement) and associated irrevocable letter of credit, funds in escrow or other Board approved guarantee of attestable value shall be provided to the Board in the amount of 125% of the approved cost estimate.

(iv) The agreement shall authorize the time for the completion of improvements up to a maximum of 18 months. Upon request and after review, the Board may authorize a 6-month extension of the agreement.

(b) As improvements are completed, the subdivider may apply to the Board for a release of part of the security deposited with the Board. Upon inspection and approval by the Applicable Director, the Board shall release that portion of the security.

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(c) 2 weeks prior to the agreed completion date in the Subdivision Improvements Agreement, the Department will conduct an inspection and notify the subdivider of any deficiencies.

(d) If improvements are not completed by the agreed completion date, the letter of credit will be utilized to complete improvements to the satisfaction of the Department, per the applicable ~~P~~permit to c~~C~~onstruct and as referenced in the Subdivision Improvements Agreement. Any remaining funds will be returned to the subdivider.

8.3 Associations or Districts for Subdivision Maintenance

(a) An Improvement and Service District, homeowners' or landowners' association, or equivalent, shall be formed for all new Minor and Major subdivisions to provide for the maintenance of S~~s~~ubdivision roads and other infrastructure.

(i) New subdivisions ~~may join~~are encouraged to join or merge with an existing Improvement and Service District or association in an adjacent ~~s~~Subdivision, or a S~~s~~ubdivision whose roads are used for access to said S~~s~~ubdivision.

(b) The district or association shall, as a minimum, provide for the following:

(i) Adequate funding and means for enforcement.

(ii) Continuous health and safety inspections and immediate maintenance to correct unsafe conditions.

(iii) A method for receiving and processing complaints.

(iv) Regular maintenance program where needed for roads, parks, buildings, utilities, and other commonly-owned facilities.

(c) Documents for the formation of Improvement and Service District or Homeowners Association shall be recorded concurrently with the final plat.

(d) All homeowners' or landowners' associations are the responsibility of residents within the subdivision. Campbell County has no responsibility to ensure that associations adequately perform their assigned duties.

8.4 Disclosure Statement

(a) A full disclosure statement shall be submitted for review and approval by the Commission and Board prior to approval of any Minor or Major Subdivision.

(b) Copies of disclosure statements will be kept at the office of the County Clerk and will be available on request to the public.

(c) Disclosure statements shall conform to the requirements of Appendix ~~15~~16, Subdivision Disclosure Statement.

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(b) If a subdivision is required to have a disclosure statement, signs shall be erected and maintained at all entrances to the subdivision notifying the public that a disclosure statement is available at the County Clerk's Office. Signs shall be 2 feet by 4 feet all-weather metal or wood construction and shall be white letters on a green background. Signs shall be legible to the average person from a distance of 200 feet and shall be placed in a location easily visible to the public at a height of 6 feet to the bottom of the sign.

(i) Physical location and variations from the following standard sign shall be subject to the approval of the Commission and the Board. The standard sign to be posted at each entrance to the ~~s~~Subdivision.~~:~~

(ii) Signs shall be purchased or constructed, erected and maintained by the developer for a period of 4 years after acceptable completion of construction of the development or until all lots have been sold, whichever comes first.

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APPENDIX 1: MAJOR SUBDIVISION IMPROVEMENTS CHART

Lot sizes and density may vary within a Major Subdivision. The following Chart provides information on infrastructure standards for various densities of Major Subdivisions.

MAJOR SUBDIVISION IMPROVEMENT CHART

Notes:

1. "R" indicates that improvements shall be required.
2. "M" indicates that improvements may be required by the Commission or the Board where deemed necessary.
3. Newly created parcels shall be a minimum of two and one-half (2½) acres in size for consideration of an on-site septic system.

Density Group	**1**	**2**	**3**	**4**
Lot size of the smallest lot in the subdivision:	*Less than 1 acre*	*1 - 2.49 acres*	*2.5 - 4.99 acres*	*5.0 acres or more*
Sewer (Public or Community)	R	R	M	M
Water (Public or Community)	R	R	R	M
Curb, Gutter, & Sidewalk	R	M	M	M
Pedestrian Walkways	R	M	M	M
Fire Protection/Fire Flows	R	M	M	M
Street Lighting	R	M	M	M
Underground Utilities	R	R	M	M
Street Pavement, Asphalt or Concrete	R	R	M	M

APPENDIX 2: PLAT AND APPLICATION REQUIREMENTS CHECKLIST

This Plat and Application Requirements Checklist outlines the requirements for submitting an application for subdivision permit and the requirements of the plat and supplemental materials. Please review the checklist to ensure that all materials are submitted.

The "✓" symbol denotes a required item.

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
Format				
1. All plats shall be clearly and legibly drawn in black, waterproof India ink upon tracing linen, mylar or some similar stable base material. Required affidavits, certificates and acknowledgements shall be legibly printed on the plat in opaque ink. Signatures shall also be made in black opaque ink.	✓	✓	✓	✓
2. A Certification of Dedication, Certificate of Registered Land Surveyor, Certificate of Approval by an Incorporated City or Town (when applicable), Certificate of Approval by the Commission, Certificate of Approval by the Board, Certificate for Subdivision Vacation (when applicable) and Administrative Plat Approval Certificate (when applicable) shall be included on the plat in conformance to Appendix ~~5~~3, Sample Plat Certificates.	✓	✓	✓	✓
3. All plats shall be the standard size of 24 inches by 36 inches wide with a 1½-inch margin on the left side of the sheet and a ½-inch margin on the three remaining sides.	✓	✓	✓	✓
4. The scale of the plat shall be 1 inch = 100 feet or larger unless all of the lots are 5 acres or larger. Lots larger than or equal to 5 acres shall use a scale of 1 inch = 200 feet.	✓	✓	✓	✓
5. Each sheet of the plat shall be numbered and the total number of sheets compromising the plat shall be stated on each sheet (i.e. Sheet 1 of 3). The relationship of one sheet to the other shall be shown by key maps and match lines.	✓	✓	✓	✓
6. A digital copy of the plat shall be submitted that shall only contain the lot lines and the subdivision boundary, including bearings, distances and curve data (Autocad version 2000 or later) or any .dwg, or .shp format.	✓	✓	✓	✓

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
7. A digital copy of the plat shall be submitted that shall only contain the lot lines and the subdivision boundary, including bearings, distances and curve data (Autocad version 2000 or later) or any .dwg, .dxf or .shp format.	✓	✓	✓	✓
8. Required Paper Copies: Five 24" x 36". One 11" x 17". If a joint case with the City or Town, 3 extra 24" x 36" copies.	✓	✓	✓	✓
General				
9. Name/Title of the subdivision in CAPITAL LETTERS at the top center of each sheet. The name shall not duplicate nor too closely resemble the name of any other subdivision filed with the County Clerk.	✓	✓	✓	✓
10. The section, township, range principal meridian, county and state being (part of or identical with) or (aliquot parcel), listed below the subdivision name.	✓	✓	✓	✓
11. In the case of a re-subdivision, the title should read: A Resubdivision of Lot __, Block __, or Tract __, (original subdivision name), To be Known as, (new subdivision name).	✓	✓	✓	✓
12. Legal description of the proposed subdivision boundary including ties to the public land system monument of record and a description of monuments both found and set. All lengths shall be shown to hundredths of a foot, and all angles to the nearest second and bearing and distances shall close.	✓	✓	✓	✓
13. If the plat represents a re-subdivision of previously subdivided land, the applicable perimeter of the previous subdivision shall be shown by a distinctive line. Excepted parcels shall be marked "NOT INCLUDED IN THIS SUBDIVISION" and the boundary shall be completely indicated by bearings and distances.	✓	✓	✓	✓
14. Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced on one plat, provided that all owners join in the dedication and acknowledgement.	✓	✓	✓	✓
15. The location and layout of all lots, blocks, tracts, roads, streets, alleys, walkways, easements, public grounds, oil and gas wells and pipelines within and immediately adjoining the plat.	✓	✓	✓	✓

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
16. The location of all existing easements, oil and gas wells and pipelines within and immediately adjoining the plat shall be shown, including book and page when applicable.	✓	✓	✓	✓
17. Location/Vicinity Map drawn to an adequate scale to provide clarity, showing the location of the proposed subdivision in the County relative to nearby subdivisions and indicating the name and location of major nearby roads.	✓	✓	✓	✓
18. North Arrow (The top of each sheet shall represent North wherever possible).	✓	✓	✓	✓
19. Existing contours at five foot intervals. Elevations, where possible shall be reference to USGS control. Where minimum lot size is greater than 10 acres, 10 foot intervals adapted from USGS topographical maps may be accepted.	N/A	N/A	✓	N/A
20. General location and extent of any wooded areas, streams, lakes or other natural features.	✓	✓	✓	✓
21. Land located in the 100-year flood plain, expansive soils, landslides, shallow water table, polluted or non-potable water or other hazardous conditions.	✓	✓	✓	✓
22. Scale used on the plat.	✓	✓	✓	✓
23. Basis of Bearing and show all monuments used to establish the subdivision boundary.	N/A	N/A	N/A	N/A
24. Name of owner(s) of record.	✓	✓	✓	✓
25. Date plat was drawn.	✓	✓	✓	✓
26. Certification of Licensed Land Surveyor.	✓	✓	✓	✓
27. The statement “THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE” shall be on the face of all plats.	✓	✓	✓	✓
28. As applicable “NO PUBLIC MAINTENANCE OF STREETS OR ROADS,” “NO CENTRAL WATER SUPPLY SYSTEM” “NO PUBLIC SEWAGE SYSTEMS.”	✓	✓	✓	✓

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
Exterior Boundary, Location				
29. The exterior boundaries of the platted tract in a heavy, solid line.	✓	✓	✓	✓
30. The Record (as applicable) and Measured bearings and distances.	✓	✓	✓	✓
31. Bearings, distances and curve data of all perimeter boundary lines shall be shown outside the boundary line.	✓	✓	✓	✓
32. On curved boundaries and all curves on the Plat, sufficient data shall be provided to enable re-establishment of curves. The curve data shall include, at a minimum, chord bearing, chord distance, radius and curve length.	✓	✓	✓	✓
33. Location and description of all pertinent monuments with a notation indicating which were found and which were set. When applicable, section, quarter and sixteenth lines shall be shown and labeled.	✓	✓	✓	✓
Interior Layout				
34. All lots and blocks designated by number and the area and approximate dimensions of each lot.	✓	✓	✓	✓
35. Dimensions of proposed parcels to the one-hundredth of a foot, drawn to scale or clearly dimensioned.	✓	✓	✓	✓
36. The location of natural or manmade features such as drainage ways, streams, roads, etc. on, or immediately adjacent, to the site.	✓	✓	✓	✓
37. Indicate all lot acreage to one-hundredth of an acre for parcels larger than or equal to 0.25 acres and square footage for parcels smaller than 0.25 acres.	✓	✓	✓	✓
38. The area, location, boundaries and dimensions of all parks, common areas and other grounds dedicated for public use, if applicable.	✓	✓	✓	✓
39. A summary stating the total gross area of the subdivision, the total right-of-way and total public area, if applicable.	✓	✓	✓	✓
40. All dimensions of irregularly shaped lots shall be shown.	✓	✓	✓	✓

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
41. All lots and blocks shall be consecutively numbered. Lengths and arc lengths of lot lines shall be shown to hundredths of a foot and bearings shall be shown to the nearest second.	✓	✓	✓	✓
42. Lengths and arc lengths of lot lines shall be shown to the hundredths of a foot and bearings shall be shown to the nearest second. Lengths and bearings shall be given for all lot lines, except they need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.	✓	✓	✓	✓
43. A notation of the total acreage of the subdivision, the acreage of each lot to the nearest hundredth of an acre for lots over 0.25 acres or the square feet of each lot for lots 0.25 acres or less, and the total number of lots.	✓	✓	✓	✓
44. All easements delineated by dashed lines, their purpose, dimensions and bearings, including drainage and flood easements deemed necessary by the Applicable Director for the orderly development of land encompassed within the plat.	✓	✓	✓	✓
Streets				
45. Access from all proposed subdivisions to the nearest publicly dedicated road, provided via a dedicated right-of-way of not less than 60 feet in width.	✓	✓	✓	✓
46. Names of roads and streets. Show and identify the nearest publicly dedicated road. If the road does not abut the subdivision, the access road must also be shown.	✓	✓	✓	✓
Supplemental Requirements				
47. Names and addresses of all landowners within 1,000 feet of the subdivision boundary, excluding rights-of-way.	N/A	✓	✓	✓
48. ~~Chapter 23 DEQ Study.~~Wyoming DEQ Chapter 23 review	N/A	N/A	✓	✓
49. ~~Domestic Water Report signed by a Wyoming Licensed Engineer addressing how water will be provided to the subdivision. *Note: Please see Appendix 14 for an outline on how to complete this report.*~~Water provided or a report by a Licensed Engineer addressing the potential for water wells. Please see Appendix 14, On-Lot Well Report outline for information on how to complete this report.	✓	✓	N/A	N/A

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
50. Drainage information, especially with reference to any known 100-year flood plains.	N/A	✓	✓	✓
51. Drainage Report signed by an Engineer referencing any 100-year Flood Plains and addressing the need for any drainage easements, detention or crossings.	N/A	✓	✓	✓
52. Soils report, signed by an Engineer for review for adequacy by the Campbell County Conservation District. *Note: This is not a geo-technical report. Please see the Appendix ~~9~~ 8for an outline on how to complete the Soils Report.*	N/A	✓	✓	✓
53. Permits to Construct for all subdivision infrastructure including roads, water systems, drainage structures and any applicable utilities.	N/A	✓	N/A	✓
54. Application for Zoning, if applicable.	✓	✓	✓	✓
55. Permit to Access State Highway from the Wyoming Department of Transportation, if applicable	✓	✓	✓	✓
56. Easements across adjoining properties for any utilities that provide service to the subdivision.	✓	✓	✓	✓
57. One copy of satisfactory proof of ownership of the proposed subdivision.	✓	✓	✓	✓
58. Full Title Report, the report having been completed within the previous 3 months.	✓	✓	✓	✓
59. Consent to Subdivide signed by all owners, mortgagees or lien holders. The Consent to Subdivide may be placed on the face of the plat or prepared as a separate document. The document shall be written in a recordable format acceptable to the County Clerk's Office.	✓	✓	✓	✓
60. The applicant shall submit proof (Publisher's Affidavit) that the applicant has published notice of his intent to apply for a Subdivision Permit once each week for 2 weeks within 30 days prior to filing his application. The notice will include the name of the subdivider and the general location of the land to be subdivided. See Appendix 6 ~~BLANK~~ for an example publication notice.	N/A	✓	✓	✓

PLAT AND APPLICATION REQUIREMENTS CHECKLIST				
Submittal Item	**Admin. Plat**	**Minor Final Plat**	**Major Prelim. Plat**	**Major Final Plat**
61. Site Plan including the names of all adjacent landowners, and the following: • A drawing of the proposed subdivision boundary and parcels with the location and dimension of existing structures, fences, buildings and other surface improvements such as wells, septic tanks, and leach fields. • Existing contours at 5-foot intervals. Elevations, where possible, shall be referenced to USGS control. • Existing and proposed zoning and/or land use of the proposed subdivision and adjacent areas. • Location and size of existing/proposed water, sewer public/on-site and utility lines in and immediately adjacent to the proposed subdivision. • Proposed land use of the subdivision. • Existing land use of the adjacent parcels and land within the proposed subdivision. • Estimated mileage to the nearest public water system. • Estimated mileage to the nearest public sewer system. • Location of existing oil/gas wells and lines.	✓	✓	✓	✓
62. Homeowners or Landowners Association documents in accordance with guidelines established in Section 8.3 or appropriate documentation for the formation of an Improvement and Service District.	N/A	✓	✓	✓
63. Existing or proposed restrictive covenants, if applicable.	N/A	✓	✓	✓
64. Disclosure Statement and proof of placement of Disclosure Statement sign.	N/A	✓	✓	✓
65. Confirmation, by way of photos or an affidavit, that a Disclosure Statement sign has been placed at all accesses to the subdivision.	N/A	✓	✓	✓

APPENDIX 3: SAMPLE PLAT CERTIFICATES

The following contains formatting for all Certificates of Signature and plat vacation declaration statements.

A notarized certificate including notarized signatures of all parties having a titled interest in, or lien upon the land, consenting to the Plat and designating rights-of-way, shall be included on the face of the plat.

a. Example of Certificate of Signatures

The above or foregoing subdivision of (here insert a correct description of the land or parcel subdivided) as appears on this plat, is made with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided in lots, blocks, streets and easements, and

That the undersigned owners and proprietors of the land shown and described on this plat do hereby dedicate to the public for perpetual public use all streets, alleys, easements and other lands within the boundary lines of the plat as indicated and not already otherwise dedicated for public use. Utility easements as designated on this plat are hereby dedicated to the public for perpetual public use for installing, repairing, replacing and maintaining water lines, sewers, gas lines, electrical lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

(Individuals, where applicable, should add:)

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.
(Execution by individuals or two officers of a corporation and corporate seal, if applicable:)
Executed this (day) day of (month) A.D., (year), by:

_____
Owner(s), Mortgagees, Lien holders

b. Certificate and signature of a Wyoming licensed land surveyor as follows:

I, (name), of (city), (state), hereby certify that this plat was made from notes taken during an actual survey performed during the month of (month), (year), by (name of surveyor) for whose work I stand personally responsible and that the survey is accurately represented on this plat and is set out on the ground as shown hereon.

_____ _____
Name Date
Wyoming L.S. No. _____

c. Certificate of approval of any incorporated municipality within one (1) mile of the subdivision, if pertinent, in accordance with W.S. 34-12-103, as follows:

Approved by the governing body of (Name of city or town, state) this (day) of (month) A.D., (year).

_____
Mayor
Attest:

_____
City or Town Clerk

d. Certificate of approval by the Campbell County Planning Commission as follows:

"Approved by the Campbell County Planning Commission this (day) of (month) A.D., (year).

_____
Chairman of the Planning Commission
Attest:

_____
Clerk of the Planning Commission"

e. For Administrative Plats, the Certificate of the Planning Commission and the Certificate of the Board of County Commissioners shall be replaced with the Certificate of the Director of Public Works and the County Planner & Zoning Administrator, which shall read as follows:

"The (re)subdivision of _____, to be known as _____ is hereby approved for filing as an Administrative Plat on _____ through authority granted by the Campbell County Subdivision Regulations.

_____
Director of Public Works

_____
County Planner & Zoning Administrator"

f. Certificate of approval by the Campbell County Board of County Commissioners:

"Approved for filing by the undersigned Board of County Commissioners in and for the County of Campbell, State of Wyoming, this (day) of (month) A.D., (year).

_____
Chairman of the Board
Attest:

_____
Clerk of the Board"

g. Certificate of filing by the Campbell County Clerk.:

"I hereby certify that the above plat was filed for record in my office at _____ o'clock___ a.m./p.m. (month) (day), (year) and recorded in plat book number _____, page number _____.

_____
County Clerk

_____
Deputy

h. When the plat of a subdivision or resubdivision intends to vacate an existing easement, the location of the easement shall be shown on the plat with a notation that it is being vacated by the plat. In the case of vacating an existing subdivision or a portion of a subdivision, the following declaration shall appear on the face of the plat:

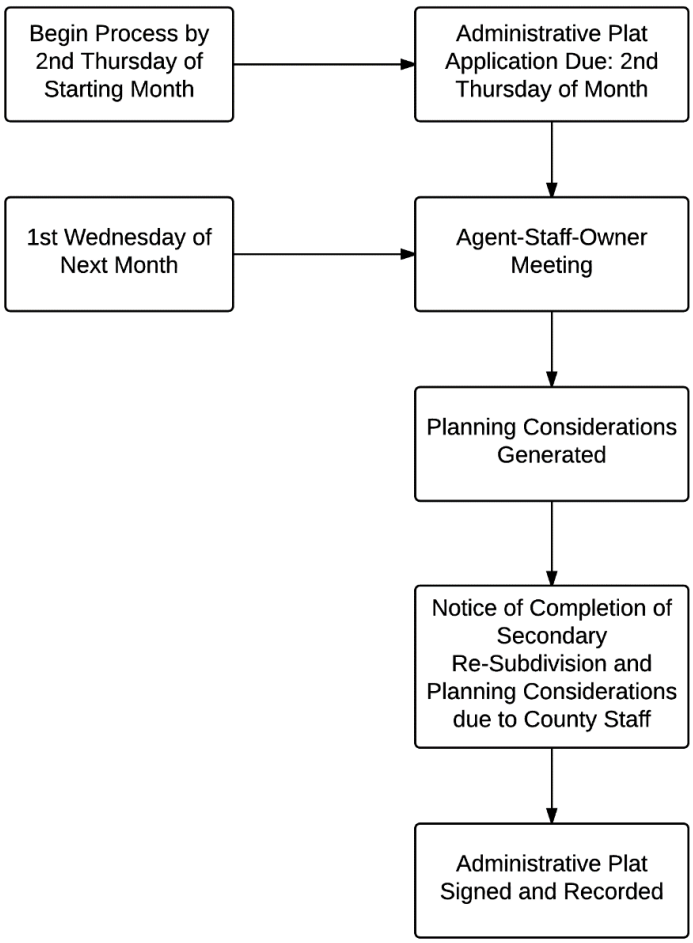
DECLARATION VACATING PREVIOUS PLATTING

This subdivision is the resubdivision of (subdivision or portion of subdivision being resubdivided), as recorded in Book _____ of Plats, Page _____ of the records of the Campbell County Clerk. All earlier plats or portions thereof, encompassed by the boundaries of this final plat, are hereby vacated.

APPENDIX 4: SUBDIVISION PROCESS FLOW CHARTS

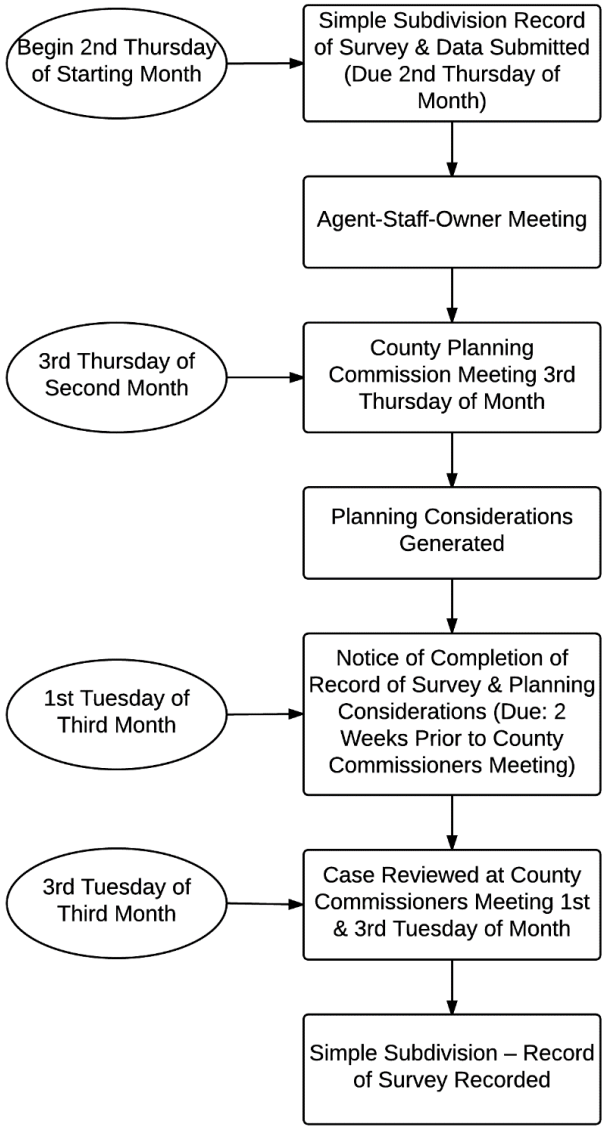
Administrative Plat Process

Note: This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.



Simple Subdivision Process

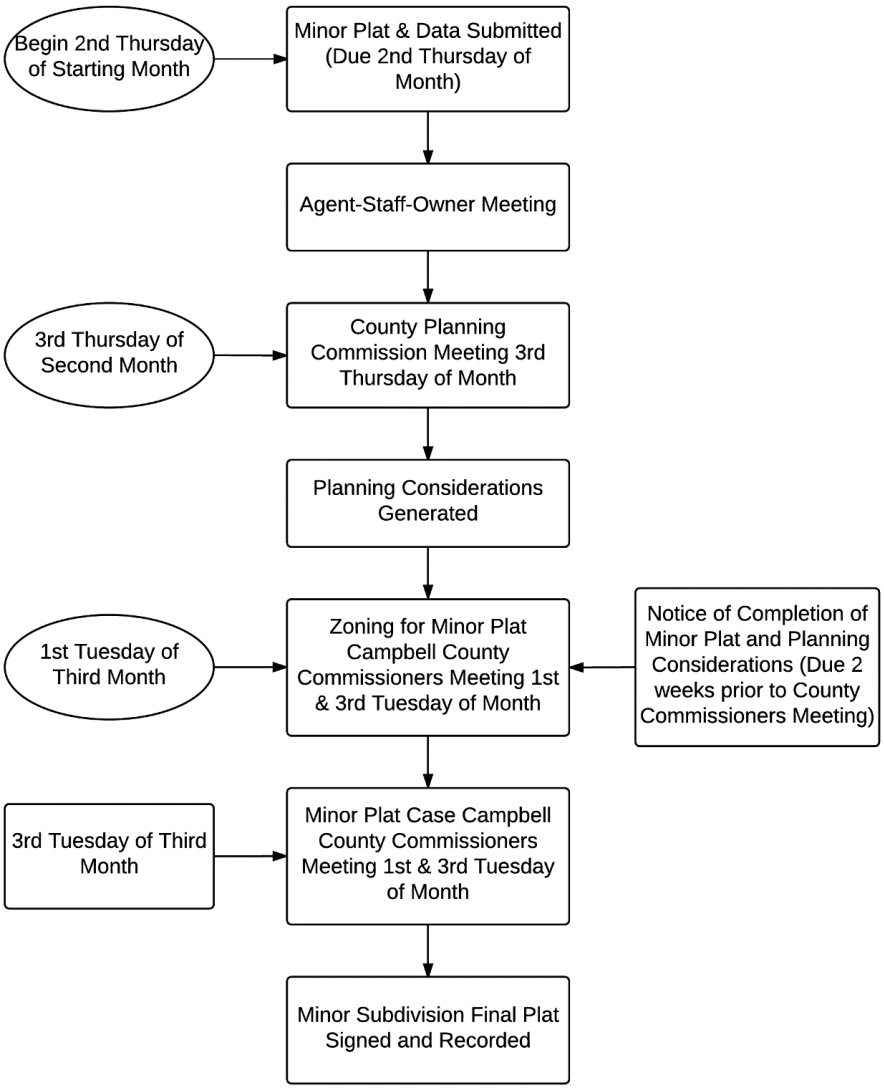
Note: This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.



Minor Subdivision Plat Subdivision Process

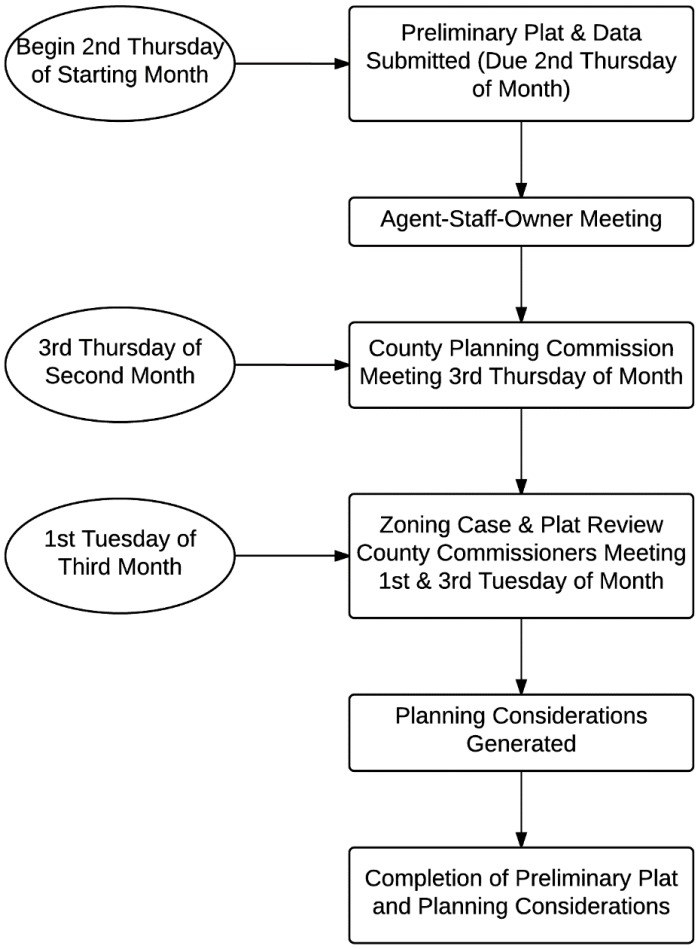
Notes: (1) This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.

(2) Zoning and Minor Plat will not go to the same County Commission Board Meeting



Major Subdivision - Preliminary Plat Process

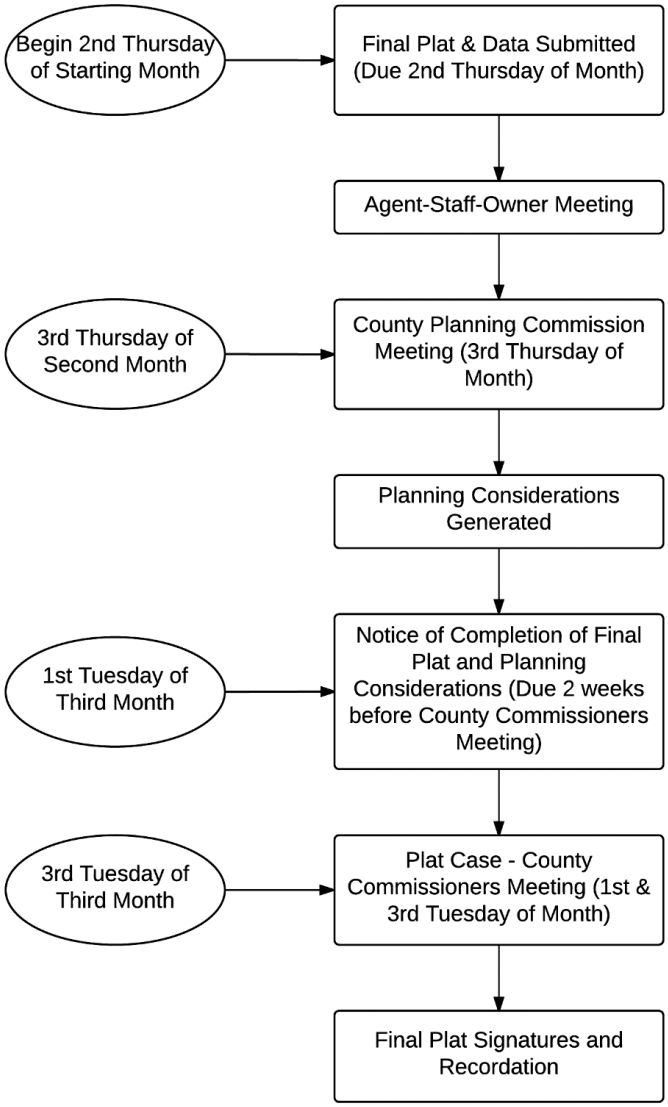
Note: This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.



Major Subdivision - Final Plat Process

Notes: (1) This flow chart depicts minimum progression without delays pending timely and complete submittals of all documents.

(2) Zoning and Final Plat will not go to the same County Commission Board Meeting.



APPENDIX 5: SKETCH PLAIN REQUIREMENTS

The sketch plan shall include the following;

(a) A map showing the general location of the proposed subdivision and the total area to be developed, the property boundaries of the area to be subdivided and the north arrow.

(b) Topographic contours from available information such as U.S.G.S. maps.

(c) Significant natural and manmade features such as streams, drainage ways, ridges, vegetation, roads, railroads, buildings, etc. on or immediately adjacent to the site.

(d) Proposed lot, street, park and open space layout indicating approximate sealed dimensions of lots.

(e) Proposed water source and system including general information about water rights, water quality. etc.

(f) Proposed sewage treatment system.

(g) Acreage of the proposed development.

(h) A map showing the general soil types and their boundaries as shown on available soil survey maps prepared by the Natural Resources Conservation Service.

(i) The name and addresses of the landowner, the subdivider or applicant and the person or firm responsible for the layout or design.

APPENDIX 6: EXAMPLE PUBLISHER'S AFFIDAVIT

As part of the subdivision application process, you are required to provide notice of your application for a Subdivision Permit and public hearing before the County Planning Commission. You are required to publish this notice ***two times, in two separate weeks***, in the local newspaper of record prior to the Planning Commission hearing.

Below you will find an example of the language needed for the notice. Please submit a copy of your notice with your application for a Subdivision Permit. The original should be forwarded to the newspaper for publishing.

NOTICE IS HEREBY GIVEN THAT (*Applicant's Name)*, CAMPBELL COUNTY, WY HAVE APPLIED FOR A PERMIT TO SUBDIVIDE (*Legal Description of Property to be Subdivided)*. A FINAL PLAT WILL BE REVIEWED AT THE (*Meeting Date)* CAMPBELL COUNTY PLANNING COMMISSION MEETING AT 7:00 P.M. IN THE CAMPBELL COUNTY COMMISSIONER'S CHAMBERS, 500 SOUTH GILLETTE AVENUE, GILLETTE, WYOMING. THE PLAT CAN BE REVIEWED AT THE OFFICE OF THE CAMPBELL COUNTY PLANNING AND ZONING DIVISION, 500 SOUTH GILLETTE AVENUE, SUITE 1500, GILLETTE, WYOMING.

APPENDIX 7: DRAINAGE REPORT OUTLINE

(a) Report.

(i) Cover Sheet.
- (A) Name of the Project.
- (B) Owner's name and address.
- (C) Developer's name and address.
- (D) Engineer's name, address, Wyo PE #.
- (E) Submittal date (and revision dates as applicable).

(ii) Site Location.
- (A) Township, Range, Section, and Quarter Section.
- (B) Existing and proposed streets, roads highways adjacent to and within the proposed development.

(iii) Property Description.
- (A) Area in acres.
- (B) Ground Cover, vegetation, site topography, and slopes.
- (C) Soils Classification (NRCS).
- (D) FEMA flood zones or low areas prone to flooding.
- (E) Significant geologic features.
- (F) Proposed land use.

(iv) Drainage Basins.
- (A) On site and off site drainage basins size.
- (B) Drainage basin characteristics, flow patterns, and paths.
- (C) Existing and proposed land uses within basins.
- (D) Discussion of existing channels/culverts upstream and downstream of project.

(v) Drainage Facility Design.
- (A) Hydrology determined using rational method, SCS curve method, or other appropriate method approved by the Department.
  - (I) Design storm: 25-year, 24-hour.
- (B) Drainage Channels and Swales.
  - (I) No bank or channel bottom erosion during design storm.
  - (II) Design storm contained within limits of the swale or channel. High water line must be delineated as drainage easement on plat.
- (C) Roadside ditches.
  - (I) No ditch erosion during the design storm.
  - (II) ~~Major~~ Ddesign storm contained within ditch ~~and road. No more than 8 inches of water allowed overtopping the road.~~
- (D) Culverts.
  - (I) Must convey design storm with no overtopping allowed and no erosion at inlets or outlets.
  - ~~(I)~~(II) Where a road crosses a major drainage, verify that during a 100-year storm there is no more than 8' of water overtopping the road.

(E) Storm drain piping/curb and gutter scenario.
(I) Contain design storm with no water in driving lanes.

(vi) Stormwater Detention.
(A) Historic flows for area.
(B) Developed flows based on proposed land use for development.
(C) Analysis of historic vs developed flows and detention recommendations for design storm.
(D) Detention Facility sizing and design (if applicable).
(I) Allowable release rates.
(II) Storage required and provided.
(III) Water surface elevations.
(IV) Comparison of historic and developed discharge at critical design points on the site and downstream of site.
(V) Maintenance requirements of facility.
(VI) Developments within City of Gillette plan district boundary are required to meet all City of Gillette requirements for stormwater detention.

(vii) Additional Project specific information as needed or as requested by the Department.

(b) Drainage Plan exhibit.

(i) 24" X 36" sheet(s).

(ii) Large scale for readablility.

(iii) Title block and legend.

(iv) Limits of all drainage basins, including offsite basins if feasible.

(v) Existing and Proposed.
(A) Roads, streets, and highways.
(B) General drainage patterns and flow paths with arrows depicting flow direction.
(C) Topographic contours with 5-foot maximum intervals.
(D) Stormwater conveyance methods (ditches, culverts, swales, channels, etc.).

(vi) FEMA flood zones.

(vii) Proposed drainage easements.

APPENDIX 8: SOILS REPORT OUTLINE

A soils report shall be completed for each subdivision by an Engineer. The NRCS (Natural Resources Conservation Service) data should be analyzed by the Engineer and used for the report. Additional soils tests including corrosivity tests, and percolation tests are recommended but not required. The following outline shows suggested analysis. This outline is not comprehensive and engineering judgment must be used beyond what could be listed, as each case must be evaluated independently.

(a) Identify each type of soil located within the proposed subdivision and describe its major properties. If there are multiple soil types, provide an exhibit that shows the location of each type relative to the lots of the subdivision.

(b) Address the adequacy of the soil for the following building and site development types:
- (i) Dwellings without basements.
- (ii) Dwellings with basements.
- (iii) Small commercial buildings.
- (iv) Shallow excavations.
- (v) Local roads and streets.
- (vi) Culverts (address material type).

(c) Identify any limitations that exist and describe ways to overcome the limitation(s). Make recommendations of any necessary investigations that should take place prior to development.

~~(d) Review the soil in the proposed subdivision regarding sanitary facilities. Identify the feasibility and the expected success of the following:~~
- ~~(i) Septic tank absorption fields.~~
- ~~(ii) Sewage lagoons.~~
- ~~(iii) Relevant public sewer system (if applicable).~~

APPENDIX 9: CENTRALIZED WATER SYSTEM REQUIREMENTS

Water systems shall meet the requirements of Wyoming DEQ Water Quality Rules and Regulations, Chapter 12, except as amended below:

(a) Section 5 repealed

(b) Section 6 c Treatment Facilities is repealed and replaced with the following:

A detailed description of the proposed treatment process and equipment shall be included in the design report if applicable.

(c) Section 7 c ii is repealed

(d) Section 7 c iv is repealed and replaced with the following:

Location of any sewer lines, septic tanks, or leach fields within 30 feet

(e) Section 7 d is repealed and replaced with the following:

The plans shall include a detailed description and layout of any storage tanks treatment facilities

(f) Section 7 f vii is repealed

(g) Section 8 c is repealed and replaced with the following:

Treatment is not required for potable water supplies that are bacteriologically, chemically, radiologically, and physically safe as determined by an Engineer. When disinfection equipment is necessary it shall be designed by and Engineer. Surface water supplies shall not be used for potable water systems.

(h) Section 8 d is repealed and replaced with the following:

When disinfection is necessary, one treatment unit capable of the maximum daily demand shall be required. Multiple pumping units are not required. Multiple treatment units are not required. Alternative power is not required unless fire protection is provided.

(i) Section 8 g is repealed and replaced with the following:

Pumping and treatment units shall be protected from the weather and suitable for atmospheres containing moisture and chorine.

(j) Sections 8 h, I, j, k, l, m, n are repealed and replaced with the following:

Safe access shall be provided to all pumping and treatment units, including adequate ventilation and a designated separate location for chemical storage.

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(k) Section 9 a is repealed and replaced with the following:

Surface water supplies shall not be used for potable water systems.

(l) Section 9 b i is modified as follows:

Number and capacity. The total developed groundwater source, along with other water sources, shall provide a combined capacity that shall equal or exceed the design maximum daily demand. *When this criteria cannot be met*, ~~A minimum of 2 wells, or 1 well and~~ finished water storage equal to twice the maximum daily demand shall be provided. ~~Where 2 wells are provided, the sources shall be capable of equaling or exceeding the design average daily demand with the largest producing well out of service.~~

(m) Section 9 b iii is repealed and replaced with the following:

Water well as-constructed data shall be provided by an Engineer demonstrating the water well was constructed in accordance with the Wyoming State Engineers Office Water well minimum construction standards. In addition, 40 feet of surface casing shall be installed and the annular space between the borehole and the surface casing shall be filled with cement, grout, of bentonite slurried material. The well bore shall not continue until the surface casing is installed. A copy of the U.W. 5 permit from the State Engineers Office shall be provided. Access and utility easements shall be provided. A water well and storage easement shall be provided and filed at the County Clerks office. Maintenance shall be provided for by a water well agreement or homeowner association documents filed at County Clerk's office.

(n) Section 10 is repealed and replaced with the following

Treatment is not required for potable water supplies that are bacteriologically, chemically, radiologically, and physically safe as determined by an Engineer. When disinfection equipment is necessary it shall be designed by and Engineer. Water quality testing shall be conducted and analyzed for the following: Total dissolved Solids, Nitrate and Nitrite as N, Total Coliform, Sulfates, Calcium, Magnesium, Sodium, Chloride, Iron, Zinc, Lead, Fluoride, Manganese, Copper, arsenic, pH, and E-coli and written report submitted by Engineer analyzing drinking water standards

(o) Section 11 is repealed

(p) Section 12 is repealed and replaced with the following:

Pumping facilities shall be designed by and Engineer, and shall be installed in an adequate location with proper access for maintenance. Pressure tanks shall be provided in accordance with pump manufacturers recommendations, however cumulative volume shall not be less than 3 gallons per service for variable speed pumps and 15 for conventional pumps.

(q) Section 13 a i is repealed and replaced with the following:

Storage is not required if a 24 hour pump test demonstrates the well can produce the maximum daily design flows and that a submersible pump has been installed which can provide minimum required pressures.

(r) Section 14 a is repealed and replaced with the following:

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Piping material shall be any material allowed for potable water piping in Table 605.4 2021 International Plumbing code.

(s) Section 14 b iv is repealed and replaced with the following:
When providing potable water to 4-6 service connections a looped supply line of no smaller than 2" in diameter shall be provided. When providing potable water to 7-9 service connections a looped supply line of no smaller than 3" in diameter shall be provided. Services of the same size shall be stubbed to each parcel.

(t) Section 14 b vii is repealed and replaced with the following:
Flushing hydrants shall be provided as determined by the design Engineer

(u) Section 14 i is repealed and replaced with the following:
Backflow prevention in accordance with 2021 International Plumbing code shall be installed on each service at the property line

(v) Section 15 is repealed

(w) Section 16 is repealed and replaced with the following:
After construction, systems shall be disinfected per Wyoming Public Works Standard specifications. Samples of water shall be drawn at each service location and submitted with the record drawings. As constructed plans shall be provided within 30 days of completion by the design Engineer showing bearings and distances from property corners to water lines and water services.

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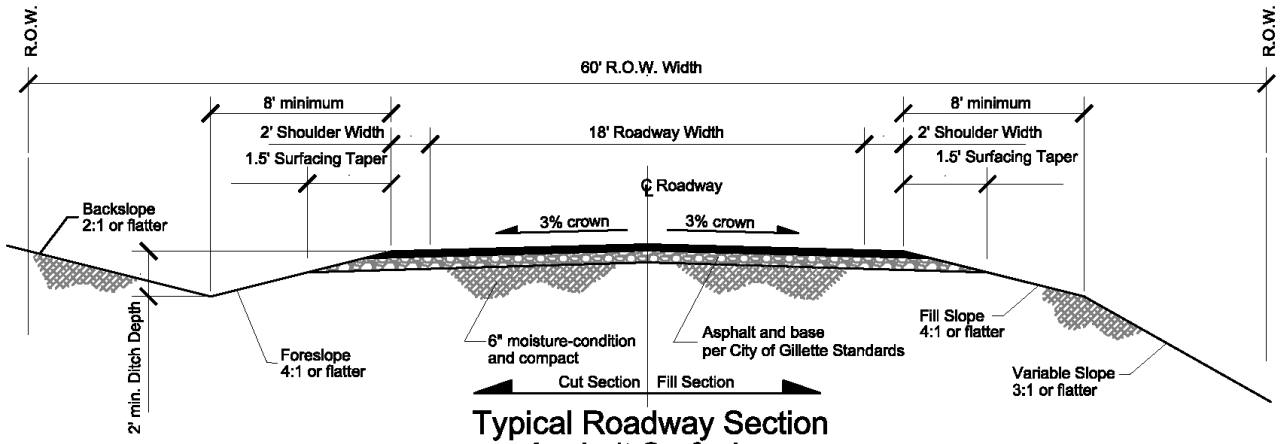
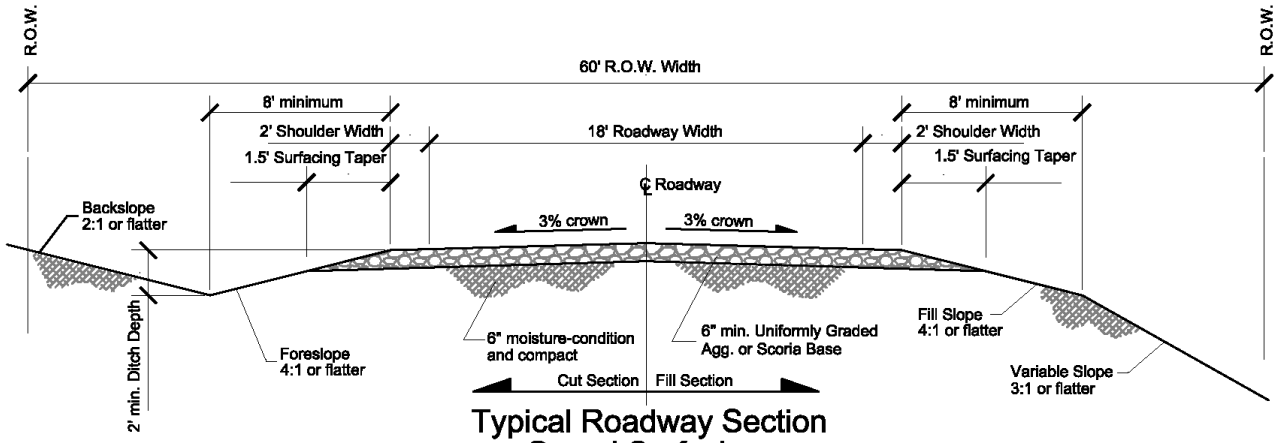


Typical Roadway Section
Asphalt Surfacing

Design Standards for Paved Rural Local Roadways					
	Design Variable	Value		Design Variable	Value
Geometric	Design Speed [1]	30 MPH (20 MPH School Zn.)	Cross Sectional	Crown [5]	3% minimum
	Horizontal Curvature [2]	AASHTO Chapter 3		Superelevation [5]	4% maximum rate Use modified runoff (AP-26)
	Vertical Curvature [2]	AASHTO Chapter 3		Vertical Clearance	Grade Sep.[3] 16.5' min. Power Line[5,6] 24' min. Railroad Sep.[7] RR Authority
	Sight Distance [2]	AASHTO Manual			
	Longitudinal Grade [5]	8% max unless approved		Surfacing Design [5]	6" Uniformly Graded Agg. or Scoria Base over 6" MDC
Cross Sectional	Roadway Width [2]	AASHTO Chapter 5 (18' min.)	Drainage	Min. Culvert Size [5]	12" diameter
	Shoulder Width [2]	AASHTO Chapter 5 (2' min.)		Hydrologic Design [5]	10 yr-24 hour design
	Surfacing Taper [5]	1.5' minimum taper length	Geotechnical	Required? [5]	No
	Fill/Fore Slope [5]	4:1 steepest 2' min. ditch/fill height	Bridge Design	Specifications [6]	AASHTO
	Backslope [5]	2:1 steepest		Review Require [9]	WYDOT Review/Approve
	Snow Study [5]	Not Required		Bridge Loading [3]	AASHTO HL93
Signage	Signage [10]	WTDOT/MUTCD Standards		Bridge Width [3]	26' minimum
			Right of Way	Width Required [11]	60' min.

[1] Per W.S. 31-5-301
[2] AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition
[3] AASHTO Design Guide for non-NHS State Highways, 2008
[4] AASHTO Roadside Design Guide, Latest Edition
[5] Campbell County Requirement
[6] W.S. 37-3-303 with Campbell County additions
[7] Local RR Authority to set clearance
[8] AASHTO Standard Specification for Highway Bridges, Latest Edition
[9] Per W.S. 24-2-106
[10] AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition
[11] Campbell County Road Plan



Typical Roadway Section
Gravel Surfacing

Design Standards for Gravel Subdivision (Rural Local) Roadways					
	Design Variable	Value		Design Variable	Value
Geometric	Design Speed [1]	30 MPH (20 MPH School Zn.)	Cross Sectional	Crown [5]	3% minimum
	Horizontal Curvature [2]	AASHTO Chapter 3		Superelevation [5]	4% maximum rate Use modified runoff (AP-26)
	Vertical Curvature [2]	AASHTO Chapter 3		Vertical Clearance	Grade Sep.[3] 16.5' min. Power Line[5,6] 24' min. Railroad Sep.[7] RR Authority
	Sight Distance [2]	AASHTO Manual			
	Longitudinal Grade [5]	8% max unless approved		Surfacing Design [5]	6" Uniformly Graded Agg. or Scoria Base over 6" MDC
Cross Sectional	Roadway Width [2]	AASHTO Chapter 5 (18' min.)	Drainage	Min. Culvert Size [5]	12" diameter
	Shoulder Width [2]	AASHTO Chapter 5 (2' min.)		Hydrologic Design [5]	10 yr-24 hour design
	Surfacing Taper [5]	1.5' minimum taper length	Geotechnical	Required? [5]	No
	Fill/Fore Slope [5]	4:1 steepest 2' min. ditch/fill height	Bridge Design	Specifications [8]	AASHTO
	Backslope [5]	2:1 steepest		Review Require [9]	WYDOT Review/Approve
	Snow Study [3]	Not Required		Bridge Loading [3]	AASHTO HL93
Signage	Signage [10]	WTDOT/MUTCD Standards		Bridge Width [3]	26' minimum
			Right of Way	Width Required [11]	60' min.

[1] Per W.S. 31-5-301
[2] AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition
[3] AASHTO Design Guide for non-NHS State Highways, 2008
[4] AASHTO Roadside Design Guide, Latest Edition
[5] Campbell County Requirement
[6] W.S. 37-3-303 with Campbell County additions
[7] Local RR Authority to set clearance
[8] AASHTO Standard Specification for Highway Bridges, Latest Edition
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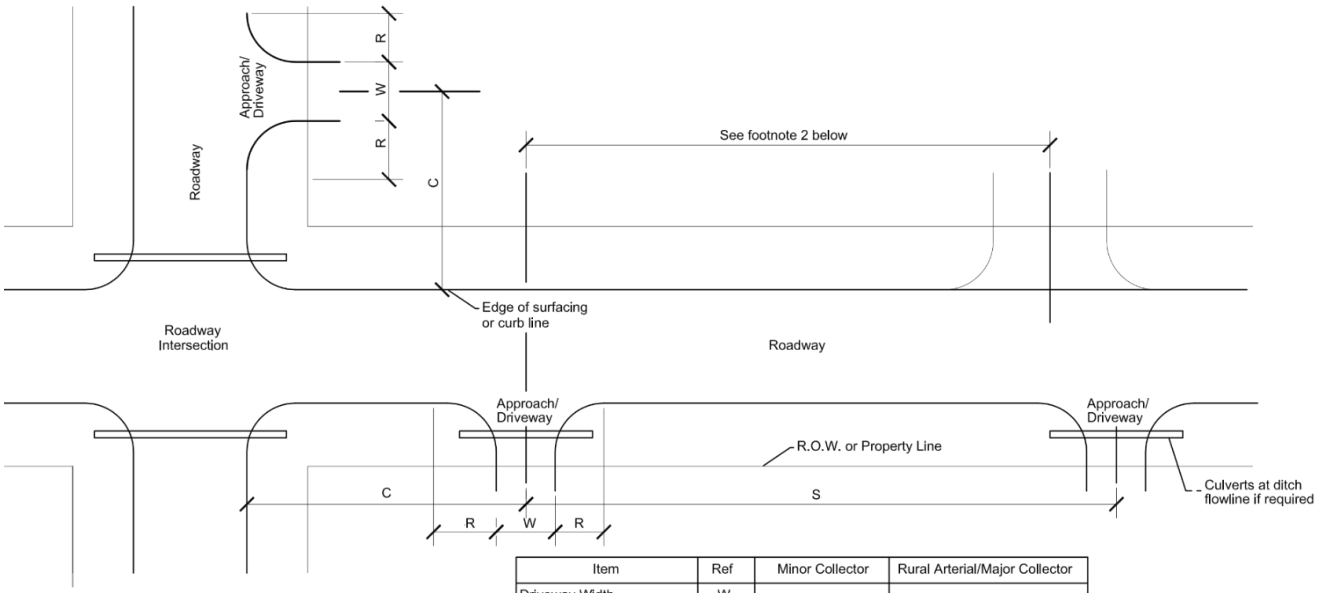
[10] AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition
[11] Campbell County Road Plan



Approach/Driveway Geometry

Item	Ref	Minor Collector	Rural Arterial/Major Collector
Driveway Width	W		
Minimum		12 feet	12 feet
Maximum		60 feet	60 feet
Surfacing/Curb Radius	R		
Minimum		15 feet	15 feet
Maximum [3]		75 feet	75 feet
Approach/Driveway Spacing	C		
Minimum [4]		250 feet	250 feet
Maximum		–	–
Approach/Driveway Spacing	S		
Minimum		Stopping Sight [1]	Stopping Sight [1]
Maximum		–	–

[1] Stopping Sight Distance based on Roadway Design Speed and Longitudinal Grade

[2] If a major intersection on the far side of the roadway falls within the stopping sight distance, S, the location may be required to meet the full stopping sight distance.

[3] For approaches with substantial truck traffic, the 80' radius with offset and taper is recommended

[4] Minimum applies unless roadway property frontage does not allow minimum spacing

APPENDIX ~~11~~12: INDIVIDUAL ON LOT SANITARY SEWER REPORT OUTLINE

A report shall be completed by an Engineer regarding the potential for the subdivision to utilize individual on-lot septic systems for sanitary sewage disposal. Engineering judgement should be used during the preparation of this report. The following is a suggested outline and identifies the major items that should be investigated.

(a) Identify expected sewage flows for each lot and for the entire subdivision.

(b) Address any existing or proposed land and water uses in the vicinity of the subdivision that may not be compatible with on-lot septic systems.

(c) Review the soil for feasibility and expected success of on-lot septic systems. Provide an opinion on whether standard septic systems will be suitable for the subdivision or whether additional design and/or non-traditional methods will be required. Use the following to substantiate your opinion:
   (i) Refer to the soil type identified by NRCS and its expected result for leach fields
   (ii) Research the success of nearby septic systems in similar soils
   (iii) On-site observation of soil types
   (iv) Percolation tests (recommended, not required)
   (v) Other known information regarding soil properties in the area

(d) Verify that proper separation distances will be met between leech fields and that there is adequate area on each lot for a primary and replacement leech field that will not be located in:
   (i) Areas where the natural grade is greater than 15%.
   (ii) Areas subject to flooding during the 100-year storm.

(e) Give the distance to the nearest possible connection point to the City of Gillette's or Wright Water & Sewer District's wastewater system.

APPENDIX ~~12~~13: REGIONAL WATER EXEMPTION REPORT OUTLINE

All new Major and Minor Subdivisions located within the ~~Joint Planning Boundary~~Joint Review Area must develop a centralized water system, utilizing water from the Gillette Regional Water System, unless an exemption is granted.

A Regional Water Connection Exemption Report shall be submitted, stamped by a Wyoming Licensed Professional Engineer, along with a written request for exemption.
If granted, the exemption does not waive the requirement of a Centralized Water System, but instead allows connection to an alternate water source (i.e., newly permitted or existing water well, existing public water system, etc.). Accommodations for future connection to the regional water system will also be required to be installed at the time of development.

(a) Subdivision Description:
- (i) Name, location and size and number of proposed lots.
- (ii) Estimated water consumption for the subdivision.
- (iii) Mileage from City of Gillette corporate limits.
- (iv) Distance to nearest Gillette Regional Water System pipeline.

(b) Reasons for Exemption:
- (i) Location relative to regional extensions (provide a map showing distance).
- (ii) Timeline of availability of future regional extensions (provide a letter from City Water).
- (iii) Cost of a central well versus connection to the regional system (provide a cost estimate, sealed by a Licensed Professional Engineer).

(c) Summary of alternate water source:
- (i) Proposed alternate water source.
- (ii) Description of alternate water provider, if applicable.
- (iii) Letter of authorization to connect.
- (iv) State Engineer's Office commitment to a new well permit (provide a letter or copy of the approved well permit).

The report shall be sealed, signed and dated by Wyoming Licensed Professional Engineer.

The above outline shows suggested analysis. This outline is not comprehensive and engineering judgment must be used beyond what could be listed above, as each case must be evaluated independently.

APPENDIX ~~13~~14: ON-LOT WELL REPORT OUTLINE

(a) Address expected water usage for each lot and for the entire subdivision.

(b) Provide information relative to the potential availability and quality of groundwater proposed within the subdivision which may consist of new data, existing data on other working wells in the area, or other data, including drilling logs, from a test well drilled within the proposed subdivision indicating soil types, depth, quantity and quality of water produced in the test well.

(c) Provide documentation that the proposed water supply system will be compatible with and not be adversely affected by the sewage system proposed for the subdivision or any other sources of pollution within a reasonable distance.

(d) List all surface and groundwater rights which will be used or which will likely be affected, including state engineer application and permit numbers, and description of expected effects identified by the study.

(e) Identify the nearest distance to the Regional Water System's DSA (Designated Service Area) and the timeline for water availability at that location.

APPENDIX ~~14~~15: SUBDIVISION IMPROVEMENTS AGREEMENT

AGREEMENT RELATING TO
COMPLETION OF IMPROVEMENTS IN THE
SUBDIVISION

THIS AGREEMENT, entered into as of the _____ day of _____, 20____, by and between the BOARD OF CAMPBELL COUNTY COMMISSIONERS, CAMPBELL COUNTY, WYOMING (hereinafter called "County"), and _____ (hereinafter called "Subdivider").

WITNESSETH:

1. That the Subdivider has submitted to the County for approval an application for a subdivision permit and a subdivision plat of the _____ Subdivision; and
2. That certain improvements are required by the Campbell County Subdivision Regulations, (hereinafter called "regulations"), to be installed by the Subdivider; and
3. That the Subdivider is required by the regulations to install or guarantee the installation of all required public improvements according to plans and specifications approved by the County Engineer and the Wyoming Department of Environmental Quality prior to approval of the subdivision plat; and
4. That the amount of the guarantee is based on an estimate made by the County Engineer and is in an amount not less than 125% of the estimated cost of all required public improvements remaining to be installed and approved; and
5. That the Subdivider has furnished to the County a guarantee of the proper installation of public improvements in the following form: An Irrevocable Letter of Credit, Number from the _____ in the amount of dollars ($_____). That the expiration date of the Letter of Credit is no less than 120 days after the date of completion of the improvements as specified herein.

NOW THEREFORE, the parties do mutually agree as follows:

1. All public improvements shall be designated on Exhibit "A" to this contract, attached hereto and incorporated herein by this reference, and being a list of the required improvements and Engineer's estimate of construction costs as approved by the County Engineer, shall be constructed and completed by the Subdivider according to the plans and specifications prepared by _____, and approved by and recognized as paid for by the County Engineer as hereinafter provided.
2. All improvements designated on Exhibit "A" shall be installed, constructed, completed and paid for by the Subdivider within _____ (___) months of the date hereof. All construction shall be performed in a good and workmanlike manner in accordance with all applicable County and State Standards, rules and regulations governing such construction.
3. The subdivider shall inform the County Engineer at least once a month as to the progress of construction, shall give written notice to the County Engineer of completion of improvements or categories thereof and shall cooperate in the reasonable inspection of improvements by the County Engineer.

4. Within 21 days after receipt of the above notice of completion, the County Engineer shall inspect the improvements to which the notice of completion applies and, within 21 days after receipt, give the Subdivider either written notice of approval or written notice of disapproval and corrective action required. Upon completion of corrective action, then notice, inspection and approval or disapproval of the same shall be required in a like manner as above. Written notice of approval of the County Engineer of an improvement or corrective action, or failure of the County Engineer to inspect, approve or disapprove the same within 21 business days from receipt of the compliance notice, shall constitute approval by the Board of Campbell County Commissioners of the completed improvements or corrective action under the terms of this agreement.

5. The estimated cost of constructing the public improvements is agreed to be that set forth in Exhibit "A". The Irrevocable Letter of Credit, Number _____ from the

   _____ in the amount of _____dollars ($_____) is to guarantee that the funds are available for the completion of the public improvements described in Exhibit "A". Upon completion of all public improvements and approval of the public improvements by the County Engineer, this agreement shall become null and void and of no force and effect in which event the Irrevocable Letter of Credit shall be returned to the Subdivider.

   If the improvements are not completed and approved on or before the end of the contract period, then the County shall take action necessary to obtain funds from the Irrevocable Letter of Credit to complete the described improvements and to recover the cost thereof including the administrative costs incurred as a result of the failure of timely completion.

   In the event the amount of the Irrevocable Letter of Credit is not sufficient to complete the improvements as designated in Exhibit "A" to the approval of the County Engineer then the Subdivider shall be liable for any such insufficiency. In the event the County does bring legal action to enforce such liability, then, it shall be entitled to all its cost of suit and reasonable attorney fees. The liability of the institution issuing the Irrevocable Letter of Credit shall not exceed the face amount thereof.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate each of which is deemed an original, as to the date first above written.

BOARD OF COUNTY COMMISSIONERS

ATTEST: _____ Chairman

_____ County Clerk

SUBDIVIDER:

(Corporate seal and notary) _____

STATE OF WYOMING)

) ss.

COUNTY OF CAMPBELL)

The foregoing instrument was acknowledged before me by _____, this _____ day of _____, 20___.

Witness my hand and official seal.

_____ Notary Public

My Commission Expires:

STATE OF WYOMING)

) ss.

COUNTY OF CAMPBELL)

The foregoing instrument was acknowledged before me by _____,
this _____ day of _____, 20___.

Witness my hand and official seal.

_____ Notary Public

My Commission Expires:

APPENDIX ~~15:~~16 SUBDIVISION DISCLOSURE STATEMENT

Subdivision Disclosure Statements shall clearly and concisely present all facts related to the following items:

(a) Street construction and maintenance, including snow removal responsibility. Maintenance shall include the maintaining of any access easement from the point of a dedicated road to the point of accessing the subdivision.

(b) Water supply - design criteria and maintenance responsibilities and type of water supply provided; i.e., on-lot wells provided by purchaser, shared wells, community water system or public water system.

(c) Sewage disposal design criteria and maintenance responsibilities.

(d) Restrictive covenants - provide the following information:

  (i) Where copies of the recorded covenants may be obtained;

  (ii) Any existing covenants of record as applicable; or

  (iii) No new covenants created by this subdivision.

(e) Association fees - should be listed and described as to allocation of funds, penalties for non-payment, procedure for change in fees.

(f) Improvements Warranty – statement to notify purchasers that there is no subdivision warranty or guarantee on improvements installed by the developer.

(g) Garbage disposal - statement to define financial and physical responsibility.

(h) Telephone - Telephone company construction charge statement to define financial responsibility.

(i) Cable television charges - statement to define financial responsibilities.

(j) Street and traffic control signs and devices - statement to define construction and maintenance responsibilities.

(k) Street lighting - define construction and maintenance responsibilities.

(l) Culverts, Drainage - define construction and maintenance responsibilities.

(m) Zoning - status within subdivision and surrounding area.

(n) Fire protection - status and description.

(o) Building Codes - status of applicable codes which apply to construction within the subdivision.

(p) Electricity - statement to define financial responsibility for construction and connections.

(q) Postal Service - define level of service and responsibility of homeowner and developer as concerns mailbox construction and maintenance.

(r) Flood Plain - when applicable, a statement declaring the specific parcels which are in a flood plain.

(s) Mineral Rights – language to include: Fee interest in mineral ownership is not held as part of the surface ownership. New surface owners should be aware that, upon purchase of any land, there may be existing surface use agreements which may result in the drilling and production of oil and gas upon said land.

(t) Wildlife – statement to prospective purchasers of the possibility of damage to gardens, shrubs and trees which are the responsibility of the owner to protect.

(u) Easement – statement that no structures are to be constructed in easements.

(v) Disclaimer – language to include: BE ADVISED THAT CAMPBELL COUNTY, WYOMING ASSUMES NO LIABILITY BY VIRTUE OF THIS DISCLOSURE STATEMENT. CAMPBELL COUNTY HAS REQUIRED THIS DISCLOSURE STATEMENT IN ITS SUBDIVISION APPROVAL PROCESS SOLELY FOR THE PURPOSE OF INFORMING THE CONSUMER. CAMPBELL COUNTY DOES NOT IN ANY MANNER WARRANT OR GUARANTEE TO THE CONSUMER THAT THE AFOREMENTIONED STATEMENTS CONTAINED WITHIN THE DISCLOSURE STATEMENT ARE FACTUAL AS REPRESENTED. BE FURTHER ADVISED THAT THE PROPER RECOURSE FOR SHORTCOMINGS IN THE ABOVE DESCRIBED IMPROVEMENTS LIES BETWEEN THE CONSUMER AND THE DEVELOPER WHO MADE THIS DISCLOSURE STATEMENT.

THE PUBLIC IS INVITED AND ENCOURAGED TO OBTAIN OR REVIEW COPIES OF THIS DOCUMENT AND ALL OTHER DOCUMENTS PREVIOULSY MENTIONED. COPIES OF ALL DOCUMENTS ARE AVAILABLE AT THE OFFICE OF THE COUNTY CLERK OR PUBLIC WORKS UPON REQUEST AND RECEIPT OF PAYMENT FOR REPRODUCTION COSTS.

IN TESTIMONY WHEREOF, the undersigned owners have caused these presents to be signed:

_____

(Signature line)

APPENDIX 1~~6~~7: AFFIDAVIT FOR REAL ESTATE SALE OR TRANSFER

STATE OF WYOMING)

) §

COUNTY OF CAMPBELL)

The undersigned seller or transferor of real property hereby swears upon oath that the following facts are true and correct:

1. I have personal knowledge of the facts contained herein and have the authority to execute this document either as the seller or transferor of real property at issue or as an agent on behalf of the seller or transferor.

2. This affidavit concerns an interest in real property located in Campbell County, Wyoming and more particularly described as follows:

3. Attached hereto is a true and correct copy of the instrument conveying title to the seller or transferor of the above referenced real property.

4. This subdivision of land or sale of land is exempt from the subdivision laws of the State of Wyoming and Campbell County Subdivision Regulations as it meets one or more of the following exemptions (check all that apply):

   ❑ The subdivision of land was made outside of a platted subdivision for the purpose of a single gift or sale to a member of the landowner's immediate family, subject to the following requirements:

   A. A member of the immediate family is limited to any person who is a natural or adopted child, stepchild, spouse, sibling, grandchild, grandparent or parent of the landowner; and

   B. The purpose of the division is to provide for the housing, business or agricultural needs of the grantee; and

   C. The land shall have been titled in the name of the grantor for a period of not less than 5 years prior to the division and parcels created under this paragraph shall be titled in the name of the immediate family member for whom the division is made for a period of not less than one year unless such parcels are subject to involuntary transfer including, but not limited to, foreclosure, death, judicial sale, condemnation or bankruptcy; and

   D. No parcel smaller than 5 acres created under this exemption shall be further divided unless the owner obtains a proper subdivision permit pursuant to W.S. § 18-5-304.

   E. If the landowner is a corporation, the undersigned certifies that at least 80% of the shares are held by individuals related by blood or marriage and the transfer is being made to an immediate family member of a shareholder as defined above who has owned at least 5% of the outstanding shares for at least 5 years continuously before the date of sale.

   F. This gift or sale is being made to _____, as Grantee, whose relationship to the seller or transferor is _____.

- ❑ The division of land was or may be created by any court in the State of Wyoming pursuant to the law of eminent domain, by operation of law or by order of any court in this State.
- ❑ Is created by a lien, mortgage, deed of trust or any other security instrument, easements and rights-of-way.
- ❑ Concerns lands located within incorporated cities or towns.
- ❑ Is created by the sale or other disposition of land to the State of Wyoming or any political subdivision thereof and the political subdivision is _____.
- ❑ The division of land affects railroad rights-of-way.
- ❑ The division of land is a sale or other disposition of land solely for agricultural purposes or affects the alignment of property lines for agricultural purposes.
- ❑ The division of land was created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.
- ❑ The division of land which creates cemetery lots.
- ❑ The division of land is created by the acquisition of an interest in land in the name of the husband and wife or other persons in joint tenancy or as tenants in common, and the interest shall be deemed for purposes of this section as only one (1) interest.
- ❑ The division of land is created by a parcel 5 acres or less for the purpose of establishing unmanned communication facilities, compressor stations, metering stations, fiber optic booster stations or similar unmanned facilities.
- ❑ The division of land was created where the parcel involved was 35 acres or larger and meets the following requirements:

    A. Ingress and egress and utility easements are provided to the parcel by binding and recordable easements of not less than 40 feet nor more than 60feet in width to a public road; or

    B. The Buyer, Grantee or Transferee, in a binding and recordable document, specifically waives the above.

5. The undersigned has read and understands that if the division of land does not meet one or more of the above exemptions, they are required to apply for a subdivision permit from Campbell County in accordance with the Campbell County Subdivision Regulations before the land is subdivided, advertised for sale or commence the physical layout or construction of the subdivision.

6. The undersigned has read and understands that Wyoming Statute §18-5-314 provides:

"***Any person who willfully violates any provision of this article or any rule or order issued under this article and any person who as an agent for a subdivider, developer or owner of subdivided land offers for sale any subdivided land or subdivisions without first complying with the provisions of this article shall upon conviction be fined not more than $500.00or imprisoned in a county jail for not more than 30days or both. Each day of violation constitutes a new offense."***

Dated this _____ day of _____, 20____.

UNDER PENALTY OF PERJURY, THE UNDERSIGNED EXECUTES THIS AFFIDAVIT.

Signature:_____ Signature:_____

Printed Name:_____ Printed Name: _____

ACKNOWLEDGMENT

Subscribed and sworn to before me on this _____ day of _____, 20____,

by _____.

Witness my hand and official seal.

_____

Notary Public

My commission expires:

500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax

Department of Planning and Zoning

NOTICE OF INTENT TO AMEND
CHAPTER 6, CAMPBELL COUNTY SUBDIVISION REGULATIONS

PEASE TAKE NOTICE that the Board of Campbell County Commissioners hereby gives notice of its intent to adopt amendments to the Chapter 6, Campbell County Subdivision Regulations in accordance with W.S.S. 16-3-103.

A copy of the proposed amendments to the referenced regulations are available at the Department of Public Works, Campbell County Courthouse, 500 S. Gillette Ave., Ste. 1400, Gillette, Wyoming 82716 or may be viewed on the county website at www.ccgov.net/publicworks. Any interested person may present their views regarding this intended action by submitting written comments to the Board no later than 5 p.m. on the 18th day of June 2021 by delivering your comments to the address listed above via United States mail or by hand delivery.

The proposed amendments to Chapter 6 include revisions to certain definitions, clarification of permitting authority for new centralized water systems and moving the Community Water System regulations from Chapter 4, Rules Regulating Construction to Chapter 6 along with associated revisions.

Any person wishing to present their views orally may attend a public hearing scheduled for July 6, 2021 at 10:30 a.m. in the Campbell County Courthouse, Commissioner's Chambers, 500 S. Gillette Ave., Gillette, Wyoming.

Following the time allotted for public comment and the public hearing, the Board intends to take official action regarding the adoption of the proposed amendment at their regularly scheduled meeting on July 6, 2021.

Dated this 4th day of May 2021.

SUSAN SAUNDERS
CAMPBELL COUNTY CLERK

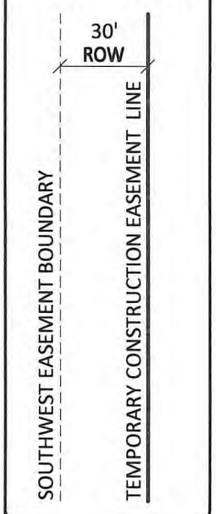
By:_____

Publish: May 18, June 8

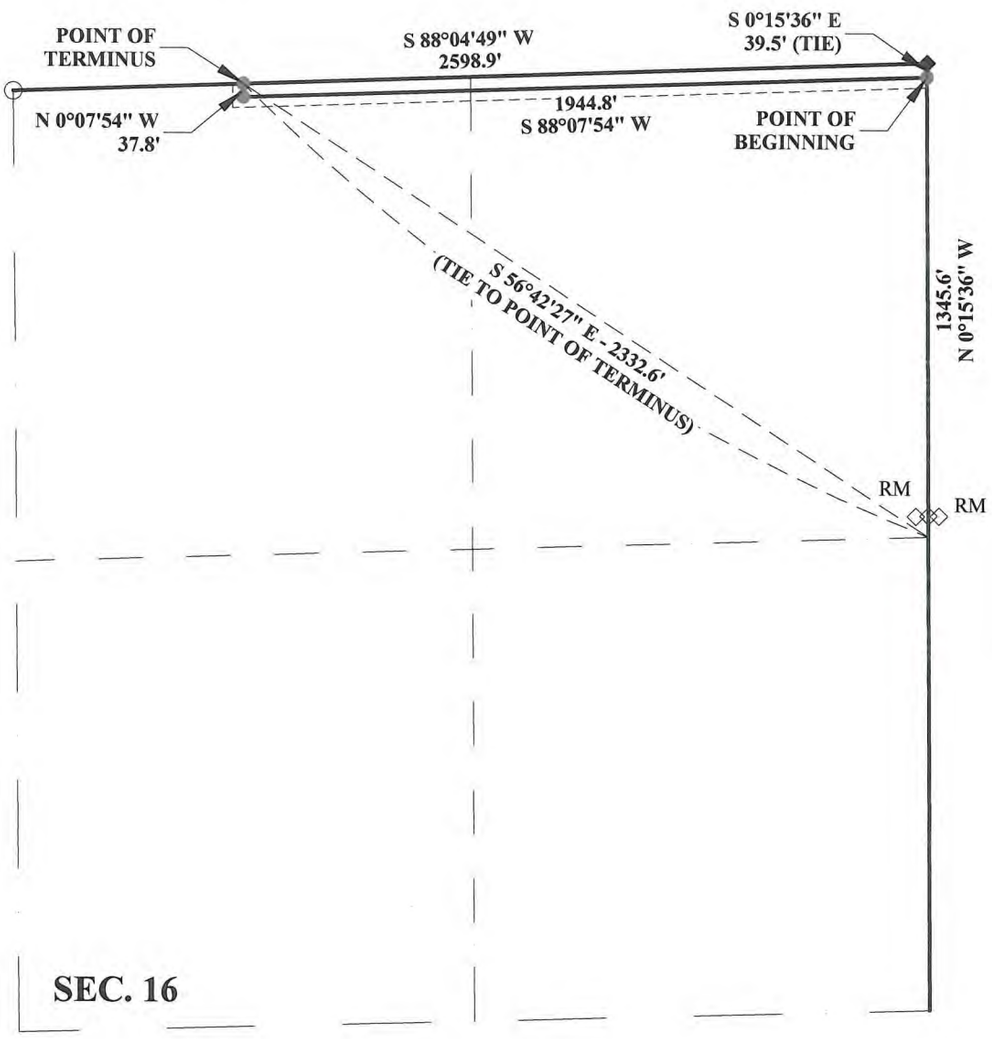
The following page(s) contain the backup material for Agenda Item: 10:50 Means First Extension Water & Sewer District Easement

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

TEMPORARY CONSTRUCTION EASEMENT LAYOUT DETAIL



T 50 N - R 72 W



Legal Description:

Following is a description for a 30' wide Temporary Construction easement, all being on the Southwesterly side of the described survey line, located in the N 1/2 NE 1/4 in Section 16, Township 50 North, Range 72 West, of the Sixth Principal Meridian, Campbell County, Wyoming; and being more particularly described as follows:

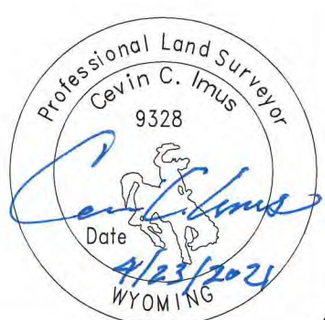
Commencing at the North Sixteenth corner of Sections 16 & 15, said corner being monumented with an Aluminum cap PELS 2395 Reference Monument which bears N 26°53'02" E, a distance of 66.0 feet and an Aluminum cap PELS 2395 Reference Monument which bears N 31°31'02" W, a distance of 68.5 feet, from the True Corner Position; Thence N 0°15'36" W, a distance of 1,345.6 feet, along the East line to the Northeast corner of said Section 16, said corner being monumented with a B.L.M. Brass cap; Thence S 0°15'36" E, a distance of 39.5 feet, to the POINT OF BEGINNING:

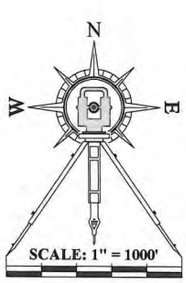
Thence S 88°07'54" W, a distance of 1,944.8 feet, to a point; Thence N 0°07'54" W, a distance of 37.8 feet, to a point on the North line of said Section 16, being the POINT OF TERMINUS; from which the North Sixteenth corner of Sections 16 & 15 bears S 56°42'27" E, a distance of 2,332.6 feet:

Said centerline having a total length of 1,982.6 feet, more or less.

OWNER	FOOTAGES	RODS
CAMPBELL COUNTY	1,982.6'	120.16

Land Surveying Incorporated by President Cevin C. Imus, a registered land surveyor in the state of Wyoming, hereby certifies that this plat was made from data collected during an actual survey performed by Aaron Bicknese on March 21, 2001 and that the 30' WIDE TEMPORARY CONSTRUCTION EASEMENT is accurately represented on this plat.





LEGEND

B.L.M. BRASS CAP	◆
ALUMINUM CAP, PELS 2395	◇
REFERENCE MONUMENT	RM
CALCULATED POSITION	○

Prepared For:
DRM INC.
P.O. BOX 1002
GILLETTE, WY 82717

Prepared By:
LAND SURVEYING INCORPORATED
209 N. WORKS AVENUE
GILLETTE, WY 82716

Location:
30' WIDE TEMPORARY CONSTRUCTION EASEMENT LOCATED IN A PORTION OF N 1/2 NE 1/4, OF SECTION 16, T 50 N - R 72 W, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING

P:\2021\DRM, INC\21-039A\DRAFTING\21-039A 20210405 CAL\21039A_LEGAL SEC 16.DWG		
CREATED BY: CLEPINE	CREATION DATE: 4/19/2021	
REVIEWER: CCI	APPROVED DATE: 4/23/2021	LSI - GILLETTE OPUS
REVISION HISTORY		

WATERLINE EASEMENT

COMES NOW CAMPBELL COUNTY, 500 S. Gillette Avenue, Suite 1100, Gillette, Wyoming, by and through its Board, hereinafter referred to as GRANTOR, and in consideration of the sum of Nine Hundred and One Dollars and Zero Cents ($901.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the MEANS FIRST EXTENSION WATER AND SEWER DISTRICT, of P.O. Box 1661, Gillette, Wyoming, hereinafter referred to as GRANTEE, a waterline easement in, to and under the following described land:

SEE ATTACHED EXHIBIT "A"

GRANTEE, its agents, employees and assigns, as soon as practicable after the performance of any construction, repair, maintenance or reconstruction shall restore at its own cost all property within the easement granted herein and any adjoining property disturbed during any construction or repair activities, to a neat, presentable, safe and usable condition. The condition of the land after restoration by the GRANTEE, its agents, employees and assigns, as soon as practicable after the performance of any construction, repair, maintenance or reconstruction shall restore at its own cost all property within the easement granted herein and any adjoining property disturbed during any construction or repair activities, to a neat, presentable, safe and usable condition. The condition of the land after restoration by the GRANTEE shall be at least as good as it was before any activities were performed by the GRANTEE. All fill material shall be tamped and compacted according to generally prevailing techniques so that settling and subsidence below the level of adjoining undisturbed land shall not occur.

GRANTOR reserves the right to occupy, use and cultivate said easement for all purposes not inconsistent with the rights granted herein.

GRANTOR reserves the right to occupy, use and cultivate said easement for all purposes not inconsistent with the rights granted herein.

In the event that the appurtenances constructed herein provided for in this agreement is subsequently determined by GRANTOR, its successors or assigns, in its sole judgment, to interfere with its future operations on or in the vicinity of the described lands, then and in that event and after receiving written notice from the GRANTOR, and at the expense of GRANTEE, GRANTEE will immediately remove the said appurtenance from the area affected by its operations to other of GRANTOR'S property in a location which is mutually agreeable to the parties. In the event the parties are unable to reach agreement after diligent efforts on the new location for the right-of-way, the location designated by GRANTOR shall prevail and GRANTOR shall execute and deliver to GRANTEE an easement comparable to this agreement for the relocated electrical line.

GRANTEE shall hold harmless, indemnify and defend GRANTOR for any loss or damage resulting from GRANTEE'S exercise of its rights, duties and obligations herein.

DATED THIS _____ day of _____, 2021

CAMPBELL COUNTY

_____
ROBERT MAUL, CHAIRMAN
CAMPBELL COUNTY BOARD OF COMMISSIONERS

State of Wyoming)

)§

County of Campbell)

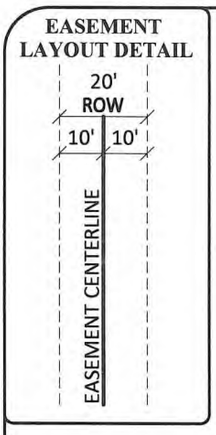
The foregoing easement was acknowledged before me by ROBERT MAUL, CHAIRMAN of the CAMPBELL COUNTY BOARD OF COMMISSIONERS on this _____ day of _____, 2021.

Witness my hand and official seal.

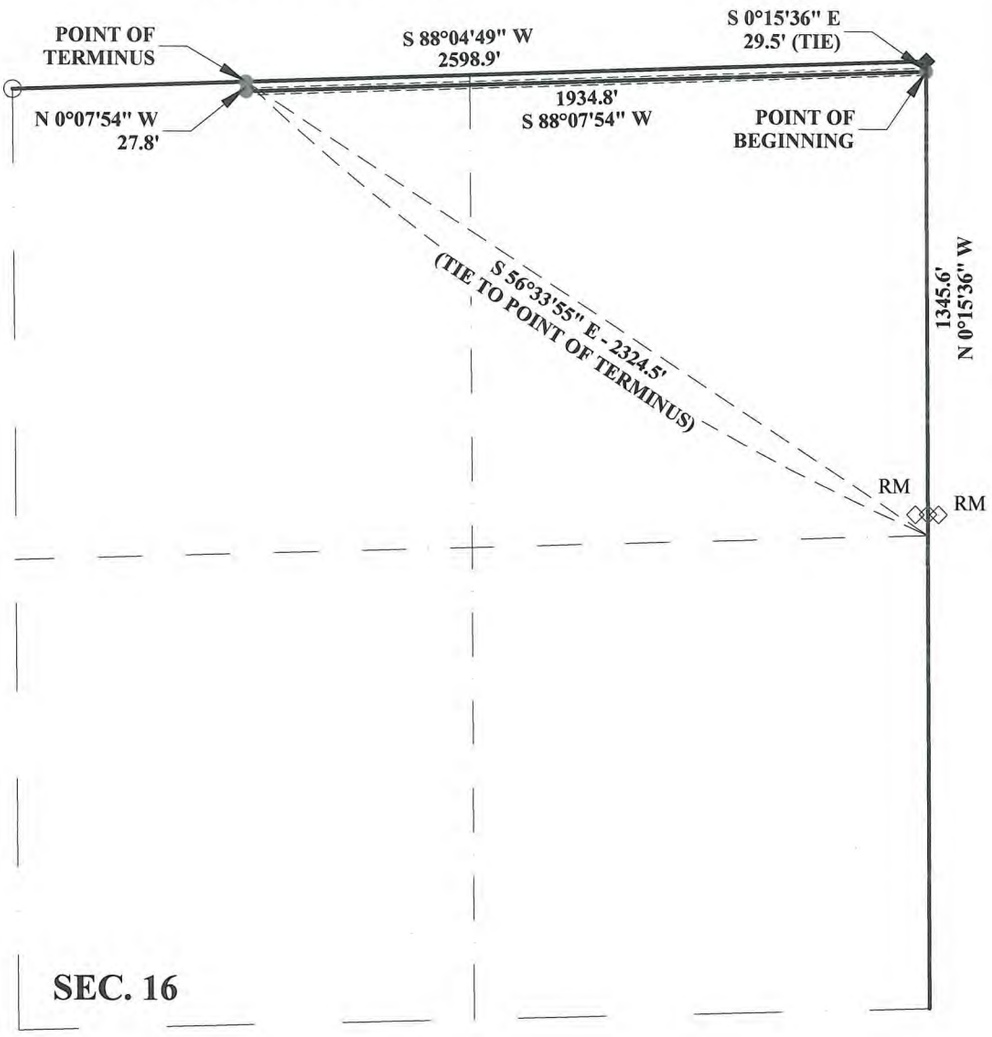
_____

Notarial Officer

My commission expires:



T 50 N - R 72 W



Legal Description:

Following is a description for a 20' wide easement being 10 feet on each side of the following described centerline located in the N 1/2 NE 1/4 in Section 16, Township 50 North, Range 72 West, of the Sixth Principal Meridian, Campbell County, Wyoming; said centerline being more particularly described as follows:

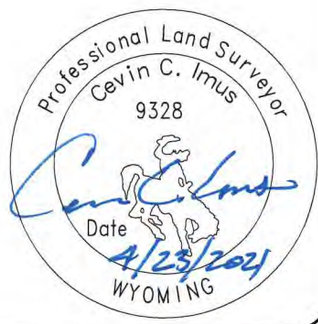
Commencing at the North Sixteenth corner of Sections 16 & 15, said corner being monumented with an Aluminum cap PELS 2395 Reference Monument which bears N 26°53'02" E, a distance of 66.0 feet and an Aluminum cap PELS 2395 Reference Monument which bears N 31°31'02" W, a distance of 68.5 feet, from the True Corner Position; Thence N 0°15'36" W, a distance of 1,345.6 feet, along the East line to the Northeast corner of said Section 16, said corner being monumented with a B.L.M. Brass cap; Thence S 0°15'36" E, a distance of 29.5 feet, to the POINT OF BEGINNING:

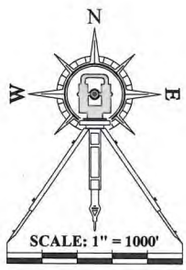
Thence S 88°07'54" W, a distance of 1,934.8 feet, to a point; Thence N 0°07'54" W, a distance of 27.8 feet, to a point on the North line of said Section 16, being the POINT OF TERMINUS; from which the North Sixteenth corner of Sections 16 & 15 bears S 56°33'55" E, a distance of 2,324.5 feet:

Said centerline having a total length of 1,962.6 feet, more or less.

OWNER	FOOTAGES	RODS
CAMPBELL COUNTY	1,962.6'	118.95

Land Surveying Incorporated by President Cevin C. Imus, a registered land surveyor in the state of Wyoming, hereby certifies that this plat was made from data collected during an actual survey performed by Aaron Bicknese on March 21, 2001 and that the 20' WIDE WATER LINE EASEMENT is accurately represented on this plat.





LEGEND

B.L.M. BRASS CAP	◆
ALUMINUM CAP, PELS 2395	◇
REFERENCE MONUMENT	RM
CALCULATED POSITION	○

Prepared For:
DRM INC.
P.O. BOX 1002
GILLETTE, WY 82717

Prepared By:
LAND SURVEYING INCORPORATED
209 N. WORKS AVENUE
GILLETTE, WY 82716

Location:
20' WIDE WATER LINE EASEMENT
(PERMANENT)
LOCATED IN A PORTION OF
N 1/2 NE 1/4,
OF SECTION 16,
T 50 N - R 72 W, OF THE 6TH P.M.,
CAMPBELL COUNTY, WYOMING

P:\2021\DRM, INC\21-039A\DRAFTING\21-039A 20210405 CAL\21039A_LEGAL SEC 16.DWG		
CREATED BY: CLEPINE	CREATION DATE: 4/19/2021	
REVIEWER: CCI	APPROVED DATE: 4/23/2021	LSI - GILLETTE OPUS
REVISION HISTORY		

TEMPORARY ACCESS AND CONSTRUCTION EASEMENT

COMES NOW CAMPBELL COUNTY, of 500 S. Gillette Avenue, Suite 1100, Gillette, WY, hereinafter referred to as GRANTOR, and in consideration of the sum of Three Hundred Forty Six Dollars and Fifty Cents ($346.50) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto MEANS FIRST EXTENSION WATER AND SEWER DISTRICT, of P.O. Box 1661 Gillette, Wyoming, hereinafter referred to as GRANTEE, a temporary right of way and construction easement in, to and under the following described land:

SEE ATTACHED EXHIBIT "A"

The above described easement contains 1.386 acres, more or less.

The conveyance granted herein by GRANTOR unto GRANTEE is a temporary easement of thirty foot (30') width to facilitate the construction and placement of a water line within property owned by GRANTOR.

GRANTEE, its agents, employees and assigns, as soon as practicable after the performance of any construction, repair, maintenance or reconstruction shall restore at its own cost all property within the easement granted herein and any adjoining property disturbed during any construction or repair activities, to a neat, presentable, safe and usable condition. The condition of the land after restoration by the GRANTEE shall be at least as good as it was before any activities were performed by the GRANTEE. All fill material shall be tamped and compacted according to generally prevailing techniques so that settling and subsidence below the level of adjoining undisturbed land shall not occur.

GRANTEE shall hold harmless, indemnify and defend GRANTOR for any loss or damage resulting from GRANTEE'S exercise of its rights, duties and obligations granted herein.

DATED THIS _____ day of _____, 2021.

GRANTOR:

CAMPBELL COUNTY

_____
ROBERT MAUL, CHAIRMAN
CAMPBELL COUNTY BOARD OF COMMISSIONERS

STATE OF WYOMING)
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COUNTY OF CAMPBELL)

The foregoing easement was acknowledged before me by ROBERT MAUL, CHAIRMAN of the CAMPBELL COUNTY BOARD OF COMMISSIONERS on this _____ day of _____, 2021.

Witness my hand and official seal.

_____
Notary Public

My commission expires:

The following page(s) contain the backup material for Agenda Item: 10:55 Preferred Employer Veteran Policy

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

203. HIRING

It is the policy of Campbell County to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to perform the job to be filled with or without reasonable accommodation. Employment with the County is considered to be at-will, unless statutorily designed otherwise, so that either party may terminate the relationship at any time and for any lawful reason.

Agencies/departments that need to fill a job vacancy should ensure a current position description is in place which accurately and fully describes all physical and mental functions of the position, adequate funding is budgeted, and the position vacancy justification has been reviewed and approved by the Board of Commissioners. In addition to being approved by the Board of Campbell County Commissioners, all new job positions shall be evaluated by the Personnel Committee for inclusion on the salary range placement table.

The County will consider filling job vacancies from within, if qualified applicants are available internally. In addition, the County may give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization.

Job vacancies will normally be posted in the respective agency/department with the time frame during which applications will be accepted. Postings will include requirement for substance abuse testing when applicable. Vacancies will also normally be posted by the Human Resources Department on the County website, courthouse bulletin board, and distributed internally via County e-mail. Upon request, the Human Resources Department may post vacancies with other applicable recruitment venues. However, the department/agency administrator, with the approval of the Human Resources/Risk Management Department, may determine that certain vacancies may be filled without internal or external posting.

The following requirements shall be followed with respect to each vacancy:

a. Every candidate for employment shall complete and sign an approved employment application form before being considered for hiring.

b. Requests for accommodation of disabilities and religious beliefs will be considered by the agency/department and, in consultation with the Human Resources/Risk Management Department, make a determination of what if any accommodations can be made.

c. During a recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment; and no document should be called a contract. Following a decision to hire the applicant, an offer of employment including any contingencies or disclaimers deemed necessary should be made.

d. Upon hiring, all new employees must submit documentation of their right to work in the United States, and must complete an I-9 Form.

e. Where appropriate, a background check, including credit, personal reference, driving record, and criminal conviction checks will be conducted. A prior conviction, taken by itself, will not be necessarily disqualify an applicant. The agency/department shall arrange all necessary background checks. If a background check discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the County, the applicant will be refused employment or, if already employed, may be terminated. Final action will be taken only after the steps required by law have been followed.

f. If the position requires a medical examination, such examination shall be performed only after a conditional offer of employment has been made. All medical examinations must be job-related and consistent with business necessity. In addition, complete position descriptions must be provided to the health care provider prior to any medical examination.

Each agency/department is responsible for new employee orientation and training, processing of employment forms, and arranging for benefit and payroll information.

Transfers

Employees accepting a transfer between County agencies will retain their original hire date as a regular full-time or part-time employee working 20 or more hours per week for the purpose of calculating Campbell County years of service. Prior to transfer, any accrued compensatory time or accrued holiday time shall be paid out. Accrued sick and vacation leave will be transferred to the new department.

Veterans Policy:

Campbell County will give veterans or surviving spouses preference prior to the interview process and throughout hiring. When an application from a veteran or surviving spouse is received, they shall be given an advantage over nonveteran candidates if qualifications for the position is met.

Re-hire of Former Employees

Former employees who left the County may be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is thirty (30) days or less. Length of service with Campbell County will be determined by calculating time from original hire date without deducting any of the time not employed. If the break in service is thirty (30) days or less, paid time off accruals will be based on length of service from original date of hire. Vacation banks cannot be reinstated. Sick leave banks will be reinstated. Length of service for the purposes of benefits is governed by the terms of each County benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

Hiring and Employment of Relatives

A member of an employee's immediate family may be considered for employment by the County, provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired if such employment would:

a. Create either a direct or indirect supervisor/subordinate relationship with a family member; or

b. Create either an actual conflict of interest or the appearance of a conflict of interest, as determined by the department/agency administrator.

For purposes of this policy immediate family includes but may not be limited to: the employee's spouse, parent(s), sibling(s), child(ren), grandparent(s), grandchild(ren) or member(s) of the employees' household.

These criteria will also be considered when assigning, transferring, or promoting an employee.

Employees who marry, become members of the same household may continue employment as long as there is not:

a. A direct or indirect supervisor/subordinate relationship between such employees; or

b. An actual conflict of interest or the appearance of a conflict of interest, as determined by the department/agency administrator.

Should one of the above situations occur, the County will attempt to find a suitable position within the organization to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Effective Date: May 4, 2021	**Guideline Number: 203**
Adoption Date: October 5, 1993	**Approved by: Board of Commissioners**
Revisions Dates: 04.06.2010; 02.04.2012; 02.04.2014; 05.04.2021	